

**Residential Conveyancing Cost Guide**  
(Version updated 27<sup>th</sup> September 2024)

This cost guide is based on a standard residential transaction of a Freehold or Leasehold sale or purchase, mortgage, or re-mortgage. Our fee and timescales assume that:

- This is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion, a property that is a relevant building for the purposes of the Building Safety Act 2022 (see link to Government website for further information - <https://www.gov.uk/guidance/definition-of-relevant-building>) or the preparation of additional documents ancillary to the main transaction.
- The transaction is concluded in a timely manner and no unforeseen complications arise.
- All parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation.
- No indemnity policies are required. Additional disbursements may apply if these are required.

The matrices below show our legal costs based on the value of the transaction: -

**Sale or Purchase of a freehold residential property**

VALUE (£)	Legal FEE (£)	VAT (£)	TOTAL (£)
0 - 200,000	1,200	240	1,440
200,001- 300,000	1,250	250	1,500
300,001- 350,000	1,300	260	1,560
350,001- 400,000	1,350	270	1,620
400,001- 450,000	1,400	280	1,680
450,001- 500,000	1,500	300	1,800
500,001 – 600,000	2,000	400	2,400
600,001 – 700,000	2,500	500	3,000
700,001 – 800,000	3,000	600	3,600
800,001 – 1,000,000	3,500	700	4,200
1,000,001 – 2,500,000	4,000	800	4,800

*We do not deal with transactions with a value of over £2,500,000.*

**Sale or Purchase of a Leasehold residential property.**

VALUE (£)	Legal FEE (£)	VAT (£)	TOTAL (£)
0-200,000	1,450	290	1,740
200,001-300,000	1,500	300	1,800

300,001-350,000	1,550	310	1,860
350,001-400,000	1,600	320	1,920
400,001-450,000	1,650	330	1,980
450,001-500,000	1,750	350	2,100
500,001 – 600,000	2,250	450	2,700
600,001 – 700,000	2,750	550	3,300
700,001 – 800,000	3,250	650	3,900
800,001 – 1,000,000	3,750	750	4,500
1,000,001 – 2,500,000	4,250	850	5,100

*We do not deal with transactions with a value of over £2,500,000.*

**Remortgage of a residential property.**

VALUE (£)	Legal FEE (£)	VAT (£)	TOTAL (£)
0 – 250,000	750	150	900
250,001-500,000	900	180	1,080
500,001 – 2,500,000	1,000	200	1,200

*We do not deal with remortgage transactions with a value of over £2,500,000.*

For the fees stated above in respect of a Leasehold sale or purchase, the work undertaken will mainly follow the same stages as that undertaken for a Freehold sale or purchase but we detail the likely additional work below: -

When selling a leasehold property, we will be required to provide the buyer's solicitors with a Management Pack from the Landlord/Managing Agent, and you will be responsible for paying for this. We will not know the cost of this until we contact the Landlord/Managing Agent but typically the cost ranges from £150 to £400 plus VAT (of £30 to £80 i.e. total range £180 -£480). The pack will normally contain information and details concerning the property and building such as service charges, insurance, etc.

When purchasing a leasehold property, the lease may require a Deed of Covenant or a Licence to Assign and notice of transfer, but we will not know these costs until we see the lease and obtain the management pack. Typically, these costs are in addition to fees in respect to Leasehold properties, and we will also deal with any requirements in connection with the terms of the lease.

Our fees cover all of the work required to complete the sale and purchase of your new home, including for a sale redeeming your mortgage and for your purchase dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty).

We do not deal with properties outside of England.

Disbursements referred to below are not included in our fees and are in addition to our fees. We use a company called Infotrack to provide some of the below services and they charge an administration fee in addition to the cost of the disbursement.

**Example: Fees and disbursements based on a purchase of a freehold residential property value £200,000.**

	Cost Excluding VAT	VAT	Cost Including VAT
Legal Fees	£1,200.00	£240.00	£1,440.00
Identification Check	£6.00	£1.20	£14.40
eCOS Fee (includes obtaining digital identification documents and anti-money laundering checks, and source of funds). Fee is £14.40 plus VAT per person on each transaction	£14.40	£2.88	£34.56
Search Fees (Local Authority, Enviro & Water & Drainage) (Thanet only – other Local Authorities each have different charging structures)	£335.43	£57.37	£392.80
Pre-Completion searches (OS1R £3.75 & Bankruptcy £3.00 per person plus VAT if requiring a mortgage) Including Infotrack's Administration Fee	£6.75	£0.35	£7.10
HM Land Registry fee (based on the value of the property)	£100.00	£0.00	£100.00
Infotrack's Land Registry Submission Fee	£5.00	£1.00	£6.00
Our Firm's Charges for Electronic money transfer fee	£35.00	£7.00	£42.00
Infotrack's Stamping form submission fee	£5.00	£1.00	£6.00
Likely Stamp Duty	£0.00	£0.00	£0.00
<b>Total</b>	<b>£1,707.58</b>	<b>£310.80</b>	<b>£2,018.38</b>

**Example: Fees and disbursements based on a purchase of a leasehold residential value £200,000.00**

	Cost Excluding VAT	VAT	Cost Including VAT
Legal Fees	£1,450.00	£290.00	£1,740.00
Identification Check	£6.00	£1.20	£7.20
eCOS Fee (includes obtaining digital identification documents and anti-money laundering checks, and source of funds). Fee is £14.40 plus VAT per person on each transaction	£14.40	£2.88	£17.28
Search Fees (Local Authority, Enviro & Water & Drainage) (Thanet only – other Local Authorities each have different charging structures)	£335.43	£57.37	£392.80
Pre-Completion searches (OS1R £3.75 & Bankruptcy £3.00 per person plus VAT if requiring a mortgage) Including Infotrack's Administration Fee	£9.75	£0.55	£10.30
HM Land Registry fee (based on the value of the property)	£100.00	£0.00	£100.00
Infotrack's Land Registry Submission Fee	£5.00	£1.00	£6.00
Our Firm's Charges for Electronic money transfer fee	£35.00	£7.00	£42.00

Infotrack's Stamping form submission fee	£5.00	£1.00	£6.00
Likely Stamp Duty	£0.00	£0.00	£0.00
Totals	£1,957.58	£360.80	£2,318.38

**Example: Fees and disbursements based on a remortgage of a residential property up to a remortgage value of £250,000**

	Cost Excluding VAT	VAT	Cost Including VAT
Legal Fees	£750.00	£150.00	£900.00
Identification Check	£6.00	£1.20	£7.20
eCOS Fee (includes obtaining digital identification documents and anti-money laundering checks, and source of funds). Fee is £14.40 plus VAT per person on each transaction	£14.40	£2.88	£17.28
Search Fees (Local Authority Thanet only – other Local Authorities each have different charging structures)	£335.43	£57.37	£392.80
Pre-Completion searches (OS1R £3 & Bankruptcy £2 per person if requiring a mortgage) Including Infotrack's Administration Fee	£9.75	£0.55	£10.30
HM Land Registry fee (based on the value of the property) fee stated for value up to £500,000.00	£45.00	£0.00	£45.00
Infotrack's Land Registry Submission Fee	£5.00	£1.00	£6.00
Our Firm's Charges for Electronic money transfer fee	£35.00	£7.00	£42.00
Total	£1,200.58	£220	£1,420.58

**Stamp duty**

Stamp Duty depends on the purchase price of your property and several other factors. You can calculate the likely amount you will need to pay by using the Stamp Duty Land calculator on the gov.uk website.

**Land Registry fee**

The Land Registry fees are based on the value of the property. The below table is based on the property not being a first registration.

Transaction Value in £'s	Fee £'s
0-80,000	20
80,001-100,000	40
100,001-200,000	100
200,001-500,000	150
500,001-1,000,000	295
1,000,001 and over	500

The Land Registry fees for a re-mortgage are based on the amount of the new mortgage as per the below table:-

<b>Transaction Value in £'s</b>	<b>Fee £'s</b>
0-100,000	20
100,001 – 200,000	30
200,001 – 500,000	45
500,001 – 1,000,000	65
1,000,001 and over	140

**Services included in the above costs**

We anticipate that the above fees will cover all the work necessary to complete a purchase and sale transaction. However, we will inform you as soon as we can if additional costs need to be incurred in your matter.

**Key stages of a purchase transaction**

The precise stages involved in the purchase of a residential property vary according to the circumstances, however, below we have set out some key stages for your information:

1. Take your ID and details of your source of funds and source of wealth in order to comply with Money Laundering Regulations
2. Take your instructions and give you initial advice
3. Check finances are in place to fund purchase and contact lender's solicitors if needed
4. Receive and advise on contract documents
5. Carry out searches
6. Obtain further planning documentation if required
7. Make any necessary enquiries of seller's solicitor
8. Give you advice on all documents and information received
9. Go through the main conditions of mortgage offer with you
10. Send final contract to you for signature
11. Draft Transfer
12. Agree completion date (date from which you own the property)
13. Exchange contracts and notify you that this has happened
14. Obtain pre completion searches
15. Arrange for all monies needed to be received from lender and you
16. Complete purchase
17. Deal with payment of Stamp Duty/Land Tax
18. Deal with application for registration at Land Registry

**Key stages of a sale transaction**

The precise stages involved in the sale of a residential property vary according to the circumstances. However, below we have set out some key stages for your information:

1. Take your ID and details of your source of wealth in order to comply with Money Laundering Regulations
2. Take your instructions and give you initial advice
3. Check your title deeds.
4. Obtain initial redemption figure (if you have a mortgage)
5. Draft contract pack and send to the buyer's solicitors.

6. Deal with the buyer's solicitors enquiries.
7. Approve the buyer's solicitors draft Transfer Deed.
8. Arrange for you to sign the Contract and Transfer.
9. Apply for final redemption figures.
10. Deal with completion.
11. Repay your mortgage and account to you for the net proceeds of sale.

### **Key stages of a re-mortgage transaction**

The precise stages involved in the re-mortgage of a residential property vary according to the circumstances, however, below we have set out some key stages for your information:

1. Obtaining title deeds/Land Registry entries
2. Obtaining your mortgage offer. And reporting to you on the same.
3. Instituting and reporting on all necessary searches
4. Making pre-completion legal arrangements and checks
5. Redeeming any existing mortgage
6. Attending to registration of the Transfer at H M Land Registry
7. Sending to you a copy of your title document showing that the new mortgage has been registered.

### **Timescales**

How long it will take from your offer being accepted until you can move into your house will depend on a number of factors. The average process for a freehold purchase takes between 6-8 weeks for a sale and 8 to 12 weeks for a purchase. It can be quicker or slower, depending on the parties in the chain and the amount of work required.

### **The Person undertaking the work on your matter.**

Jane Mackenzie, Solicitor and Director has been working in the Conveyancing field for more than 18 years. Her Personal Assistant has over 22 years experience working in this area.

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