

Conveyancing



**Cambridge House
26 Tombland
Norwich NR3 1RE**

www.hansells.co.uk

This information is provided in line with the SRA Transparency Rules.

SELLING A HOUSE

Every property we sell is different and so are the needs of our clients. We will never forget that. We make sure that our services match your expectations. We carefully calculate our fees to reflect the amount of work that we feel is required to sell your property and our residential conveyancing team is on hand to represent you at all stages during your transaction.

Stages of the process

The following provides an indication of some of the typical stages which we carry out for you in a sale:

- Take your instructions, provide an initial quote and give you initial advice.
- Carry out compulsory compliance and anti-money laundering checks.
- Obtain title documents from the Land Registry or prepare an epitome of title where the property is unregistered land.
- Prepare and send the draft contract pack to the Buyer's Solicitor.
- Deal with any registered mortgages, charges or restrictions which affect the title.
- Answer enquiries raised by your purchaser and obtain a redemption figure if a mortgage is involved, obtain an invoice from the estate agents.
- Send you the contract and transfer for signature.
- Carry out an exchange of contracts and advise the estate agent.
- On completion receive the purchase money, settle any mortgage, and pay any accounts owing.
- Pay the remaining sum in accordance with your instructions. There are several factors which may make a sale more complex, such as:
 - Restrictions on title
 - If the property is leasehold
 - If the property is unregistered
 - If the buyer's search results reveal any adverse entries
 - If there are any title defects which need to be resolved to enable the sale to proceed

How much will the legal fee be to sell my property?

Our fees for a freehold sale range from £1,150.00 (plus VAT) to £3,150.00 (plus VAT) depending on the sale price of the property. Should unexpected complexities arise as the transaction proceeds, which are not covered in our initial quotation, we will discuss these with you and the impact this may have on the quote we have previously provided.

By way of example, our fee for a sale of a property at £300,000 is £1,250.00 plus VAT.

Our fees also include a file storage fee of £12.00 plus VAT and a bank transfer fee (if applicable) of £15.00 plus VAT.

Disbursements

Disbursements are costs related to your sale that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. Typical disbursements in a sale include Land Registry office copy fees (£17.60) and bank transfer fee (£25.00 plus VAT).

Referral fee (if any)

We may pay a referral fee where a third party has referred you to our firm. This is not an expense to you but an expense to Hansells Solicitors.

How long will it take to sell my property?

How long it will take from an offer being accepted until the property is no longer yours will depend on several factors. The average process takes approximately 18 weeks (according to Rightmove February 2025).

It can be quicker or slower depending on the parties in the chain and other factors, for example, if mortgages are involved, the length of chain, and whether there are any title defects which need to be resolved.

If you are selling a leasehold property this can take significantly longer.

Selling a Leasehold Property

Selling a property which is a leasehold is more complex. This can be for a variety of reasons, but typical examples include:

- The lease will need reviewing to see whether any consents are required before you can sell the property;
- There are likely to be more enquiries to answer from the Buyer;
- It will be necessary to liaise with the Landlord/Management Company to obtain a Leasehold Information Pack.

As a result, there is a standard additional charge of £450.00 (plus VAT) for the sale of any leasehold property.

Further charges may be added if the matter becomes more complicated, for instance, if the lease requires amendment or if more than one management company is involved.

We will also need to obtain replies to Leasehold Property Enquiries from the Landlord/Management Company or Residents Association. These fees are often in the region of £75.00 plus VAT to £500.00 plus VAT.

Selling Freehold Properties

Our fees 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, or the preparation of additional documents ancillary to the main transaction.

BUYING A HOUSE

Every property purchased is different and so are the needs of our clients. We make sure that our services match your expectations. We calculate our fees to reflect the amount of work that we feel is required to purchase your property.

Stages of the process

The following provides an indication of some of the typical stages which we carry out for you in a straightforward purchase:

- Take your instructions, provide an initial quote, and give you initial advice including the need for you to have a survey carried out.
- Carry out compulsory compliance and anti-money laundering checks.
- Check finances are in place to fund the purchase and contact lender's solicitors if needed.
- Receive and advise on contract documents.
- Carry out searches.
- Obtain further planning documentation if required.
- Make any necessary enquiries of seller's solicitor.
- Give you advice on all documents and information received.
- Go through conditions of mortgage offer with you.
- Send final contract to you for signature.
- Agree completion date (date from which you own the property).
- Exchange contracts and notify you that this has happened.
- Arrange for all monies needed to be received from you and your lender.
- Complete purchase after a final search has been undertaken at the Land Registry.
- Deal with payment of Stamp Duty.
- Deal with application for registration at Land Registry.
- Send to you completed registration documents.

There are several factors which may make a purchase more complex such as:

- The legal title is defective or part of the property is unregistered.
- Discovering building regulation approval or planning permission has not been obtained.
- Crucial documents previously requested cannot be provided.
- The title to the property comprises more than one title.
- Where the search results reveal any adverse entries.
- Where the title to the property is missing essential rights of way or other easements.
- The property is subject to an overage or pre-emption agreement.

How much is the legal fee to buy a property?

Our fees for the purchase of a property range from £1,200.00 (plus VAT) to £4,450.00 (plus VAT). Should unexpected complexities arise as the transaction proceeds, which are not covered in our initial quotation, we will discuss these with you and the impact this may have on the quote we have previously provided. For example, our fee for a standard purchase of £300,000 is £1,350.00 (plus VAT).

There are some additional fees which will be payable in certain circumstances and these can be found in the Menu of Additional Charges on our website.

Disbursements

Disbursements are costs related to your purchase that are payable to third parties such as the Land Registry. We handle the payment of the disbursements on your behalf to ensure a smoother process. Typical disbursements in a purchase include search fees (£187.80), HM Land Registry fee (ranging from £20.00 - £1105 depending on the value of the property), bank transfer fee (£25.00 plus VAT), official search fee (£8.80) and a bankruptcy search fee (£7.80 per person).

Stamp Duty (on purchase)

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using [HMRC's website](#).

How long will it take to buy my property?

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 takes approximately 18 weeks (according to Rightmove February 2025).

Buying a Leasehold Property

Please note that we are not acting on leasehold purchases or leasehold remortgages at the present time due to a myriad of issues raised by the passing of the Building Safety Act 2022.

Re-mortgages

Our fee for a Freehold re-mortgage is £850.00 (plus VAT). There may be a deduction in that cost if we acted in the original purchase.

Your Conveyancing Team

Our residential team has over 60 years of collective experience in the delivery of high quality work in all matters relating to residential conveyancing. They have particular experience in acting for high worth clients in their transactions.

The profiles of the practitioners in our team can be found [here](#).