

Conveyancing



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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.

Stages of the process

The following provides an indication of some of the key 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 for unregistered land.
- Prepare and send the draft contract pack to the Buyer's Solicitor.
- Deal with any registered mortgages or charges 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.
- 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 £1,300.00 plus VAT.

Bank transfer fees in transactions are charged at £25.00 (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 (£7.20 plus VAT) and bank transfer fee (£25.00 plus VAT).

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 between 16–22 weeks (according to Rightmove September 2022).

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 and additional charges would apply. We will advise you of these.

Selling a Leasehold Property

Selling a property which is a leasehold is more complex because of some of the following reasons:

- The lease will need reviewing.
- There will be more enquiries to answer from the Buyer.
- We will have to liaise with more third parties acting on behalf of the Landlord.

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.

There will also be additional disbursements payable for the sale of a leasehold property as a management pack(s) have to be obtained. The cost of these can vary.

Selling Freehold/Leasehold

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.

Where the property is leasehold, the lease is an existing one and not the grant of a new lease.

- The transaction is concluded in a timely manner and no unforeseen complications arise.
- All parties to the transaction co-operate and there is no unreasonable delay from third parties providing documentation.
- No indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

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 key stages which we carry out for you in a straightforward purchase:

- Take your instructions, provide an initial quote, and give you initial advice.
- Carry out compulsory compliance and anti-money laundering checks.
- Check finances are in place to fund 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.
- Exchange contracts and notify you that this has happened.
- Agree completion date (date from which you own the property).
- Arrange for all monies needed to be received from you and your lender.
- Complete purchase.
- Deal with payment of Stamp Duty/Land Tax.
- Deal with application for registration at Land Registry.

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 regulations or planning permission has not been obtained.
- Crucial documents previously requested cannot be provided.
- The title to the property comprises more than one title.
- A leasehold purchase where the lease comprises onerous provisions which need to be removed or varied.
- Where the search results reveal any adverse entries.
- Where the title to the property is missing essential rights of way or other easements.

How much will the legal fee be 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 purchase of £300,000 is £1,400.00 (plus VAT).

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 (£7.20 and £147.60 plus VAT), HM Land Registry fee (ranging from £20.00 - £830.00 depending on the value of the property), bank transfer fee (£25.00 plus VAT), OS1 search fee (£3.90), and a bankruptcy search fee (£2.90 plus VAT 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 between 16 -22 weeks (according to Rightmove September 2022).

Buying a Leasehold Property

Buying a property which is a leasehold is more complex than buying a freehold property because of some of the following reasons:

- The lease will need reviewing.
- More time will be spent reviewing additional documents and raising additional enquiries of the seller.
- Additional documents from the landlord and management company will require review.

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

Further charges may be added if the matter becomes more complicated due to, for example, the lease is defective or if there is more than one management company to deal with.

There may also be some additional anticipated disbursements payable for the purchase of a leasehold property such as notice of transfer fee (as set out in the lease), notice of charge fee, if the property is to be mortgaged, (as set out in the lease), a Deed of Covenant fee (if required by the management company), and a certificate of Compliance fee (which is confirmed upon receipt of the lease).

These are called 'anticipated disbursements' as they are not always payable in every purchase. The fees will vary from property to property. We can provide you with an estimation as to which apply and how much they will be once we have sight of your specific documents.

You should also be aware that ground rent and service charge are likely to apply throughout the ownership of the property. We will confirm the ground rent and the anticipated service charge once we receive this information.

Re-mortgages

Our fee for a Freehold re-mortgage is £850.00 (plus VAT).

Our fee for a Leasehold re-mortgage is £1,300.00 (plus VAT) assuming we acted on the purchase.

Your Conveyancing Team

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