

WHITEFIELDS SOLICITORS

CONVEYANCING SERVICES INFORMATION FOR FREEHOLD & LEASEHOLD SALES:

CONVEYANCING STAFF: Mr. Majid Shafiq, Mr. Saqib Malik, Mr. Alec Jose, Ms. Memoona Nazir, Miss. Jessica Glazier, Mr. Omar Sharif, Miss. Veena Maisuria, Ms. Sadaf Azam, Miss. Furzana Alvi, Miss. Amal Aftab and Mr. Tatenda Dzimwasha (Please refer to 'Our Team' Section of the website to learn more about their experience and qualifications)

KEY STAGES	ANTICIPATES TIMESCALES	ESTIMATED LEGAL FEES PLUS VAT (WHICH IS PAYABLE AT A RATE OF 20%)	DISBURSEMENTS (COSTS PAYABLE TO THIRD PARTIES)
<p>Pre-Exchange:</p> <ul style="list-style-type: none"> • The estate agent and/ or client sends us details of the agreed sale. • We take your instructions and obtain and verify your identity documents. • We obtain money on account and provide you with initial advice. • We ask you to complete the protocol forms - Seller's Property Information Form, Fittings and Contents Form and Leasehold Information Form (leasehold transaction only). • We obtain Official Copies from the HM Land Registry and inspect title. • We request the Landlord/ Management Company re-sale/management pack (only where the property is leasehold). 	<p>The average timeframe to complete a straightforward sale transaction is approximately 10-12 weeks. Please be advised these timescales are estimated and are subject to change in certain circumstances. It can be quicker or slower depending on various factors such as how well all the parties in the chain communicate and deal with the matter.</p> <p>Please note if you are selling a leasehold property the matter may take longer as we have to wait for the Landlord/ Management Company to prepare the re-sale/management pack and they have their own timescales for complying with such requests. In</p>	<ul style="list-style-type: none"> • LEGAL FEES FOR FREEHOLD SALE: £1,250.00 plus VAT* • LEGAL FEES FOR LEASEHOLD SALE: £1,395.00 Plus VAT* <p><i><u>(These are the estimated legal fees for properties priced between £0.00 and £900,000. For properties exceeding £900,000, kindly reach out to us for a customised quotation.)</u></i></p> <p>ADDITIONAL FEES:</p>	<p>-Landlord/ Management Company Resale Pack: TBA</p> <p><i>Only applicable for leasehold purchases, the fee for this pack can vary property to property and it is set by the Landlord/ Management Company.</i></p>

*Kindly note the fees quoted above are estimated fees for straightforward transaction, for more details, please refer to the 'Explanatory Notes' in the Conveyancing Section of our website.

<ul style="list-style-type: none"> • We prepare the "Information Pack" and send to the buyer's solicitors. • We obtain an indicative redemption statement (only if there is an existing mortgage lender). • We obtain an up to date statement of account from the Landlord/Management Company (leasehold transactions only). • We liaise with the sellers and reply to any queries the sellers solicitors raise about the title to the property. • If you are happy to proceed you must make arrangements to attend our offices to sign the contract and transfer deed. <p>Exchange:</p> <ul style="list-style-type: none"> • When the buyer and the seller are ready, a Completion Date (the "moving date") is agreed between the parties. • Contracts are then exchanged. The sale is now legally binding. <p>Pre – Completion:</p> <ul style="list-style-type: none"> • We reply to requisitions on title. • We request the final redemption statement (where applicable). • We request the estate agent commission account (where applicable). <p>Completion:</p> <ul style="list-style-type: none"> • On the completion day we receive the sale proceeds and inform you/ agent to release the keys to the buyer. 	<p>addition, where a Lease extension is required additional charges may apply as additional work will be carried out. In such situations the matter can take approximately 12-16 weeks.</p> <p>Please note the stages in a sale transaction may vary according to the circumstances.</p>	<ul style="list-style-type: none"> • £35.00 plus VAT for Bank Charges • £12.00 plus VAT for Office Copy Entries • £60.00 plus VAT for Case/Panel Management Fees. • £35.00 plus VAT for ID Verification, Lawyer Checker and Archive Fee. 	
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<ul style="list-style-type: none"> • We discharge the mortgage (if applicable), estate agents account (if applicable) and any outstanding service charges (if applicable). • We prepare completion statement and invoice. <p>Post- Completion:</p> <ul style="list-style-type: none"> • We forward the evidence of discharge to the buyer's Solicitors. 			
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