

WHITEFIELDS SOLICITORS

CONVEYANCING SERVICES INFORMATION FOR FREEHOLD & LEASEHOLD PURCHASES:

CONVEYANCING STAFF: Mr. Majid Shafiq, Mr. Saqib Malik, Mr. Alec Jose, Mr. Forid Ahmed, Mr. Kaysar Ahmed, Ms. Memoona Nazir, Miss. Jessica Glazier, Mr. Omar Sharif, Miss. Sadaf Azam, Miss. Amal Aftab and Ms. Khatija Hussain (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)
Pre-Exchange: - The estate agent and/or the client sends us details of the agreed purchase. - We take your instructions and obtain and verify your identity documents. - We obtain money on account and provide you with initial advice. - We contact the seller's solicitor, confirming our instructions and requesting information about the title of the property. - We check your progress in obtaining your mortgage offer (where applicable) including any survey. - We receive an "Information Pack" from the seller's solicitor about the property. - We raise any queries about the title to the property. - We use the title plan to conduct various searches such as the Local Authority Search, Water and Drainage search and any other relevant searches.	The average timeframe is 10-12 weeks for a straightforward transaction. 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 provide information, whether we receive search results in time and whether your mortgage offer has been issued. Please note that purchasing new build properties can take more time as well as purchasing leasehold property where a new lease is being negotiated and agreed or where an extension of Lease is required (additional	- LEGAL FEES FOR FREEHOLD PURCHASE: £1,300.00 plus VAT* - LEGAL FEES FOR LEASEHOLD PURCHASE: £1,595.00 Plus VAT* <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> ADDITIONAL FEES: £300.00 plus VAT acting for Lender fee.	-Search Pack Fee approx: £400.00 <i>The Local Authority Search Fee varies from one Local Authority to another. Additional searches, such as Drainage and Water Search, Environmental Search, and Chancel Search, may also be required.</i> -Stamp Duty Land Tax: TBA <i>The tax payable to the HMRC depends on the value of the property being purchased and whether this is your first/additional property. You can calculate the amount you will need to pay by using the HMRC website:</i> Stamp Duty Land Tax Calculator

**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.*

• We check through leasehold/ management pack and report on Lease (leasehold transactions only). • We report to you having received: the search results, replies to any enquiries that we have raised with the seller's solicitor, an agreed format for the contract and any offers received from your mortgage lender (where applicable). • Where there is more than one borrower we advise on joint ownership. • If you are happy to proceed you must make arrangements to attend our offices to sign the Contract, the transfer and the mortgage deed, pay a deposit usually representing 10% of the purchase price, which is needed in anticipation of exchange, we also take your instructions regarding the proposed date of when you would like to move into your new property (the completion date). Exchange: • Once the buyer and the seller are ready, a Completion Date (the "moving date") is provisionally agreed with the other party. • Contracts are then exchanged. The sale is now legally binding. Pre – Completion: • You prepare for your move. • We request funds from your new mortgage lender to pay for the purchase. • We request any balance money required for the purchase from you. • We conduct the relevant Land Registry searches.	charges may apply for protracted matters). In such a situation the transaction can take approximately 12-16 weeks. Please note the stages in a purchase transaction may vary according to the circumstances.	• £95.00 plus VAT for the Completion of the Stamp Duty Land Tax Return. • £40.00 plus VAT for Bank Charges • £25.00 plus VAT for Land Charges/Land Registry Search fee. • £75.00 plus VAT for Case/Panel Management Fees. • £35.00 plus VAT for ID Verification, Lawyer Checker and Archive Fee.	-Land Registry fee: TBA <i>The fee depends on the value of the property being purchased. Please refer to HM Land Registry website: Fees Calculator (landregistry.gov.uk)</i> -Landlord/ Management Company Notice of Transfer and/or charge fee: TBA <i>Only applicable for leasehold purchases, the fee for Notice can vary and is set by the Landlord/ Management Company.</i> -Deed of Covenant fee: TBA <i>Only applicable for leasehold purchases, and where this is a requirement of the Lease.</i> -Certificate of Compliance fee: TBA <i>Only applicable for leasehold purchases, and where this is necessary for completion of registration formalities.</i>
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• A transfer deed is prepared for the transfer of the property into your name and sent to the sellers solicitors for the sellers to sign. Completion: • On Completion Day: We receive your mortgage monies and pay the balance of the purchase price to the seller's solicitor. When the seller's solicitor confirm that they have received the money the keys are released to you and you can move in. Post- Completion: • We pay the Stamp Duty Land Tax and make arrangements to register your property with the Land Registry. • We forward the title information documents to you and forward any appropriate documents to your lender. • We serve the Notice of Transfer and/or Charge on the Landlord/Management Company (only where the matter is leasehold).			
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