

## WOODCOCK & THOMPSON SOLICITORS COSTS IN RELATION TO RESIDENTIAL CONVEYANCING

An estimate of costs is dependent upon your particular transaction and assumes that the transaction proceeds without any major complication.

VAT is charged at : 20%

### Base Fees : Sale:

Our base fee covers the following work required to complete your house sale:

- Preparing initial paperwork and undertaking initial checks
- Obtaining Title documents and Issuing Title and Contract documents to Buyer's solicitors
- Obtaining redemption figures
- Receiving enquiries and dealing with replies
- Effecting an exchange of contracts
- Dealing with completion and post completion requirements

The basic costs in a standard freehold sale transaction are as follows :

Value of Property	Base Fee
£1 - £200,000	£795 + VAT
£200,001 - £350,000	£850 + VAT
£350,001 - £500,000	£950 + VAT
£500,001 - £750,000	£1,250 + VAT
£750,001 - £1,000,000	£1,750 + VAT
£1,000,001 +	FROM £1750 + VAT TO £5000 + VAT — DEPENDING ON VALUE

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## POSSIBLE ADDITIONAL FEES FOR SALE:

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In addition to the Base Fee additional fees will be payable for additional work which may be required as part of the transaction.

<b>Redemption of Mortgage Fee</b>	<b>£95 + VAT</b>
This fee covers obtaining a redemption figure for information purposes at commencement and then request a final figure for the completion date and arrange to redeem the balance outstanding and release the Charge from the Title to the property.	
<b>Bank Telegraphic Transfer Fee</b>	<b>£40 + VAT</b>
This fee covers the sending of monies to a third party by CHAPS (eg lender on redemption/proceeds to client)	
<b>Bacs Transfer Fee</b>	<b>£25 + VAT</b>
This fee covers the sending of monies to a third party by BACS (eg Estate agent fee/management company charges)	
<b>ID Verification Fee (Per name) – Using electronic ID check</b>	<b>£20 + VAT</b>
This fee covers the undertaking of ID checks using an electronic ID check provider to ensure compliance with Law Society Requirements	
<b>ID Verification Fee (Per name) – Using manual ID check</b>	<b>£30 + VAT</b>
This fee covers the undertaking of ID checks manually by providing original ID to the office to ensure compliance with Law Society Requirements	
<b>Lawyer Checker</b>	<b>£10 + VAT</b>
This fee covers the checking of the buyers solicitors details to ensure compliance with Law Society Requirements	

<b>Leasehold Property</b>	<b>£450 + VAT</b>
This fee covers liaising with the landlord / management company to obtain leasehold enquiry replies and supporting papers and dealing with apportionments on completion.	
<b>Unregistered Land</b>	<b>£250+ VAT</b>
This fee covers the obtain of and reviewing the Title Deeds and carrying out Land Registry searches	
<b>Solar Panel Lease</b>	<b>£450 + VAT</b>
This fee covers the additional work involved in liaising with the solar panel company and ensuring any feed in tariff documentation is obtained	
<b>Dealing with Management Company</b>	<b>£175 + VAT</b>
This fee covers liaising with the landlord / management company to obtain enquiry replies and supporting papers and dealing with apportionments on completion.	
<b>Deeds of Variation</b>	<b>£450 + VAT</b>
This fee covers the drafting of a Deed to rectify any title defects	
<b>Removal of Restrictions/Charges</b>	<b>£125 + VAT</b>
This fee covers obtaining the requirements to comply with / remove Restrictions entered on the title to the property.	
<b>Appointing Trustee</b>	<b>£250 + VAT</b>
This fee covers liaising with an appointed Trustee, advising and releasing funds to the trustee to distribute (does not include any advice on the Trust). ID verification fees apply in addition.	
<b>Indemnity Insurance Arrangement Fee</b>	<b>£75 + VAT</b>
This fee covers obtaining a suitable indemnity insurance policy should the buyer's solicitors require this to perfect a defect in title or provision of certificates.	

<b>Retention</b>	<b>£100 + VAT</b>
This fee covers the work involved in holding funds on account after completion and dealing with apportionments accordingly.	
<b>Statutory Declaration / Statements of Truth / Key Undertakings</b>	<b>£150 + VAT</b>
This fee covers the preparation of the document and obtaining approval and signatures by all parties.	
<b>Expedition Fee</b>	<b>£200+ VAT</b>
This fee covers the additional work involved in prioritising the file if there is less than 5 working days between exchange and completion.	
<b>Third Party Documents</b>	<b>£50 + VAT per document</b>
This fee covers requesting, obtaining and reviewing any additional documents required for the sale (eg Planning Permissions, S38,S104,S106 agreements, building regulation certificates, Build Warranty certificates	
<b>Release of keys to buyer/ additional work associated with a non agent private sale</b>	<b>£150 + VAT</b>
This fee covers the additional work incurred in obtaining ID evidence and meeting with buyer directly to hand over keys and additional sale chasing work where there is no local estate agent involved	
<b>Transfers of Part / New Plot</b>	<b>£450 + VAT</b>
This fee covers drafting and checking through the additional documentation required with a new build property and or a Transfer of Part.	
<b>Compliance with Restrictions</b>	<b>£125 + VAT</b>
This fee covers obtaining the requirements to comply with Restrictions entered on the title to the property.	

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## DISBURSEMENTS IN A STANDARD SALE TRANSACTION

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Bankruptcy Search	£2.00 per name
Office Copy Entries	£3.00 per document
Index Map Search (unregistered title)	£4.00 per search

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## DISBURSEMENTS IN A STANDARD SALE TRANSACTION

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Our base fee covers the following work required to complete your house purchase:

- Preparing initial paperwork and undertaking initial checks
- Receiving contract and title paperwork from the sellers solicitors, reviewing the same and reporting to you
- Applying for searches, receiving the results, reviewing and reporting to you.
- Raising enquiries and dealing with replies
- Effecting an exchange of contracts
- Dealing with completion and post completion requirements

The basic costs in a standard freehold purchase transaction are as follows:

Value of Property	Base Fee
£1 - £200,000	£795 + VAT
£200,001 - £350,000	£850 + VAT
£350,001 - £500,000	£950 + VAT
£500,001 - £750,000	£1,250 + VAT
£750,001 - £1,000,000	£1,750 + VAT
£1,000,001 +	Bespoke + VAT

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## POSSIBLE ADDITIONAL FEES FOR PURCHASE TRANSACTION:

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In addition to the Base Fee additional fees will be payable for additional work which may be required as part of the transaction.

<b>Mortgage Fee</b>	<b>£150 + VAT</b>
This fee covers reviewing your mortgage offer, reporting to you, reporting to the lender of any issues required, the requesting and receiving of the mortgage advance for completion and registering the Charge with the Land Registry.	
<b>Checking of Multiple Mortgage Offers</b>	<b>£50 + VAT</b>
This fee covers reviewing additional mortgage offers issued, reporting to you and reporting to the lender on any issues required	
<b>HTB Equity Loan</b>	<b>£350 + VAT</b>
This fee covers reviewing the loan document issued, reporting to you and reporting to the lender on any issues required	
<b>Checking of Self Arranged Insurance</b>	<b>£50 + VAT</b>
This fee covers checking self arranged building insurance policy complies with the mortgage company requirements.	
<b>SDLT Completion Fee</b>	<b>£95 + VAT</b>
This fee covers the preparation of the SDLT form and submitting to HMRC on completion	
<b>Bank Telegraphic Transfer Fee</b>	<b>£40 + VAT</b>
This fee covers the sending of monies to a third party by CHAPS (eg seller's solicitors)	
<b>Bacs Transfer Fee</b>	<b>£25 + VAT</b>
This fee covers the sending of monies to a third party by BACS (eg SDLT payment/management company charges)	

**ID Verification Fee (Per name) – Using electronic ID check** **£20 + VAT**

This fee covers the undertaking of ID checks using an electronic ID check provider to ensure compliance with Law Society Requirements

**ID Verification Fee (Per name) – Using manual ID check** **£30 + VAT**

This fee covers the undertaking of ID checks manually by providing original ID to the office to ensure compliance with Law Society Requirements

**Lawyer Checker** **£10 + VAT**

This fee covers the checking of the solicitors details to ensure compliance with Law Society Requirements

**Gifts** **£150 + VAT**

This fee covers obtaining relevant paperwork, reporting to the lender and complying with money laundering checks

**Help to Buy ISA / Lifetime ISA** **£50 + VAT**

This fee covers arranging for you to complete the declaration and applying for the Government Bonus for completion and complying with the Governments post completion requirements

**Leasehold Property** **£450 + VAT**

This fee covers reviewing Landlords replies to standard enquiries and review of the Leasehold Title

**Unregistered Land** **£250 + VAT**

This fee covers the review of the Unregistered Title Deeds conducting searches and making the application for first registration at the Land Registry.

**Transfers of Part / New Plot** **£450 + VAT**

This fee covers checking through the additional documentation with a new build property and or a Transfer of Part.

<p><b>Dealing with Management Company</b></p> <p>This fee covers reviewing enquiry replies and supporting papers and dealing with apportionments on completion.</p>	<p><b>£175 + VAT</b></p>
<p><b>Deed of Trust (Basic – unequal shares)</b></p> <p>This fee covers taking your instructions on holding the property in unequal shares, drafting the Deed and seeking approval. Thereafter obtaining signatures and applying to the Land Registry for a Restriction on the Title to protect the Deed</p>	<p><b>£300 + VAT</b></p>
<p><b>Indemnity Insurance Arrangement/Approval Fee</b></p> <p>This fee covers obtaining/reviewing a suitable indemnity insurance policy should this be required to perfect a defect in title or lack of provision of certificates.</p>	<p><b>£75 + VAT</b></p>
<p><b>Retention</b></p> <p>This fee covers the work involved in holding funds on account after completion and dealing with apportionments accordingly.</p>	<p><b>£100 + VAT</b></p>
<p><b>Statutory Declaration / Statements of Truth / Key Undertakings</b></p> <p>This fee covers the preparation/approval of the document, advice and signatures by all parties.</p>	<p><b>£150 + VAT</b></p>
<p><b>Expedition Fee</b></p> <p>This fee covers the additional work involved in prioritising the file if there is less than 5 working days between exchange and completion.</p>	<p><b>£200 + VAT</b></p>
<p><b>Receipt of more than 3 electronic transfers of money</b></p> <p>This fee covers the additional work incurred in receiving and allocating more than three electronic transfers per transaction.</p>	<p><b>£10 + VAT per additional receipt</b></p>
<p><b>Solar Panel Lease</b></p> <p>This fee covers the additional work involved in liaising with the solar panel company and ensuring any feed in tariff documentation is obtained</p>	<p><b>£450 + VAT</b></p>



<b>Third Party Documents</b>	<b>£50 + VAT per document</b>
This fee covers requesting, obtaining and reviewing any additional documents required for the sale (eg Planning Permissions, S38,S104,S106 agreements, building regulation certificates, Build Warranty certificates)	
<b>Compliance with Restrictions</b>	<b>£125 + VAT</b>
This fee covers obtaining the requirements to comply with Restrictions entered on the title to the property.	
<b>Deeds of Variation</b>	<b>£450 + VAT</b>
This fee covers the drafting or approving of a Deed to rectify any title defects	

**DISBURSEMENTS IN A STANDARD PURCHASE TRANSACTION**

<b>Bankruptcy Search</b>	<b>£2.00</b>
Undertaken at commencement of file and on completion	
<b>Stamp Duty (SDLT)</b> (See HMRC website)	<b>Depends on property value</b>
<b>Land Registry Search at completion</b>	<b>£3.00 per search</b>
<b>Search pack</b> Basic (Local, Water, Environmental)	<b>£161.00</b>
<b>Search Pack</b> Full (Local, Water, Environmental, Plan Search, Energy & Infrastructure, Flood Risk)	<b>£230.00</b>
<b>Land Registry Fee</b> (See Land Registry Website)	<b>Depends on value</b>

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## BASE FEES : RE MORTGAGE / TRANSFER OF EQUITY

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Our base fee covers the following work required to complete your transaction:

- Preparing initial paperwork and undertaking initial checks
- Obtain title paperwork, reviewing the same and reporting to you
- Applying for searches, receiving the results, reviewing and reporting to you.
- Obtaining mortgage offer / redemption statement as applicable
- Arranging for all documentation to be signed
- Dealing with completion and post completion application to the Land registry.

The basic costs in a standard freehold re mortgage / transfer of equity transaction are as follows :

<b>Transaction</b>	<b>Base Fee</b>
Transfer of Equity	£650 + VAT
Re Mortgage	£650 + VAT
Transfer of Equity with re Mortgage	£950 + VAT
Transfer of Equity with re-mortgage and redemption	£1,250 + VAT
Redeem HTB Charge	£650 + VAT
Re-mortgage and redeem HTB Charge	£950 + VAT

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## POSSIBLE ADDITIONAL FEES FOR RE-MORTGAGE / TRANSFER OF EQUITY TRANSACTION:

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In addition to the Base Fee additional fees will be payable for additional work which may be required as part of the transaction.

**Checking of Multiple Mortgage Offers** **£50 + VAT**

This fee covers reviewing additional mortgage offers issued, reporting to you and reporting to the lender of any issues required

**Checking of Self Arranged Insurance** **£50 + VAT**

This fee covers checking self arranged building insurance policy complies with the mortgage company requirements.

**SDLT Completion Fee** **£95 + VAT**

This fee covers the preparation of the SDLT form and submitting to HMRC on completion

**Bank Telegraphic Transfer Fee** **£40 + VAT**

This fee covers the sending of monies to a third party by CHAPS (eg seller's solicitors)

**Bacs Transfer Fee** **£25 + VAT**

This fee covers the sending of monies to a third party by BACS (eg SDLT payment/management company charges)

**ID Verification Fee (Per name) – Using electronic ID check** **£20 + VAT**

This fee covers the undertaking of ID checks using an electronic ID check provider to ensure compliance with Law Society Requirements

**ID Verification Fee (Per name) – Using manual ID check** **£30 + VAT**

This fee covers the undertaking of ID checks manually by providing original ID to the office to ensure compliance with Law Society Requirements

<b>Lawyer Checker</b>	<b>£10 + VAT</b>
This fee covers the checking of the solicitors details to ensure compliance with Law Society Requirements	
<b>Gifts</b>	<b>£150 + VAT</b>
This fee covers obtaining relevant paperwork, reporting to the lender and complying with money laundering checks	
<b>Leasehold Property</b>	<b>£450 + VAT</b>
This fee covers reviewing Landlords replies to standard enquiries and review of the Leasehold Title	
<b>Unregistered Land</b>	<b>£250 + VAT</b>
This fee covers the review of the Unregistered Title Deeds conducting searches and making the application for first registration at the Land Registry.	
<b>Dealing with Management Company</b>	<b>£250 + VAT</b>
This fee covers reviewing enquiry replies and supporting papers and dealing with apportionments on completion.	
<b>Deed of Trust (Basic – unequal shares)</b>	<b>£300 + VAT</b>
This fee covers taking your instructions on holding the property in unequal shares, drafting the Deed and seeking approval. Thereafter obtaining signatures and applying to the Land Registry for a Restriction on the Title to protect the Deed	
<b>Indemnity Insurance Arrangement Fee</b>	<b>£75 + VAT</b>
This fee covers obtaining a suitable indemnity insurance policy should this be required to perfect a defect in title or lack of provision of certificates.	
<b>Statutory Declaration / Statements of Truth</b>	<b>£300 + VAT</b>
This fee covers the preparation of the document and obtaining approval and signatures by all parties.	

<b>Expedition Fee</b>	<b>£150 + VAT</b>
This fee covers the additional work involved in prioritising the file if there is less than 5 working days to arrange completion.	
<b>Receipt of more than 3 electronic transfers of money</b>	<b>£10 + VAT per additional receipt</b>
This fee covers the additional work incurred in receiving and allocating more than three electronic transfers per transaction.	

**DISBURSEMENTS IN A STANDARD RE MORTGAGE /  
TRANSFER OF EQUITY TRANSACTION**

<b>Bankruptcy Search</b>	<b>£2.00</b>
Undertaken at commencement of file and on completion	
<b>Office Copy Entries</b>	<b>£3.00 per document</b>
<b>Stamp Duty (SDLT)</b> (See HMRC website)	<b>Depends on property value</b>
<b>Land Registry Search at completion</b>	<b>£3.00 per search</b>
<b>Search pack</b>	<b>£161.00</b>
Basic (Local, Water, Environmental)	
<b>Search Pack</b>	<b>£230.00</b>
Full (Local, Water, Environmental, Plan Search, Energy & Infrastructure, Flood Risk)	
<b>Search Insurance</b>	<b>£20.00 (approx.)</b>
If lender does not require searches	
<b>Land Registry Fee</b>	<b>Depends on value</b>
(See Land Registry Website)	