

BUYING AND SELLING RESIDENTIAL PROPERTY 2023



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I've been a solicitor all my working-life (I qualified in 1994) and have run my own firm since 2005. My vision is to meet the legal needs of local clients with the smartness and expertise of a city-centre firm – at prices representing real value for money. We deliver with '10 Commitments' to quality and service outlined on the back of this brochure – to which I put my name as my guarantee of your satisfaction. I hope you engage us.

BUYING AND SELLING “STANDARD” PROPERTY

'Conveyancing' is the word used to describe the legal processes through which homes or other properties are bought and sold. It is common for one home to be sold, and another bought, at a similar time in the same transaction.

Mortgages are borrowing money (usually to buy a property) using property as security for the loan. Mortgages are often involved in conveyancing.

What you'll get from us

Our 'standard' conveyancing legal product involves our carrying-out the legal work for the buyer and/or seller and/or lender in their buying and/or selling and/or mortgaging ordinary residential properties – but does **not** include instances of:

- property whose title is not yet registered with HM Land Registry (“HMLR”)
- relationship or marriage breakdown
- dealing with legally unrepresented counter-parties
- non-conventional lenders (including bridging loans and, specifically, Together Money) (see our Panel list for details)
- unusually short timing deadlines
- unusual parties such as charities, statutory authorities, foreign entities etc.
- contracts other than standard “Law Society forms” - including auction contracts, and contracts arising from Court orders.

We will gladly do conveyancing outside these criteria for similar excellent value; please discuss your requirements with us in detail, to allow us to quote.

The fixed-fee you'll pay us

Our fees are fixed for our work described, regardless of how much work we actually do. Our standard conveyancing product does not include also acting for any lender – that is charged extra (see table). For taking your transaction within the scope of the product described in this brochure as far as it can reasonably go under your direction our work will be charged at a fixed-fee of:

BASIC FEE FOR ACTING ON EITHER A RESIDENTIAL SALE OR A PURCHASE:

(Gross inc. VAT) £750 + 0.1% of Property Net (exc VAT) £625 + 0.083%

Sale(s) and Purchase(s) conducted at the same time are priced separately

ADDITIONAL FEES THAT MAY ARISE ON THESE BUYING CONTINGENCIES:

Co-acting for your mortgage lender	£225 + VAT = £270 [plus see next lines]	
Obtaining a search report (for title report or certificate)	£118.50 + VAT = £142.20	Mortgage lenders normally require one of these options
Obtaining insurance against not having a search report	From £89 (value-dependant)	
Report to lender's solicitor (if not us)	£325 + VAT = £390	
Any Leasehold	£225 + VAT = £270	Max. £550 + VAT = £660 for any combination of these options as arise
Common parts involved	£175 + VAT = £210	
NEW BUILD	£225 + VAT = £270	
SHARED OWNERSHIP	£225 + VAT = £270	
Help to Buy: Equity Loan scheme	£175 + VAT = £210	

ADDITIONAL FEES THAT MAY ARISE ON THESE SELLING CONTINGENCIES:

Any leasehold	£125 + VAT = £150
Common parts involved	£75 + VAT = £90

Other Supplements:

- Clients outside UK (additional source of fund/ID checks, getting paperwork signed, and communication issues) £150 + applicable VAT
- Disruptive speed (e.g. auction purchases) £150 + VAT (£180 gross)
- No vacant possession £150 + VAT (£180 gross)

We cannot actually assure you that your transaction you will successfully complete, as impossible contingencies might arise. We can promise, though, that you will get the best possible service. We will usually refund some fee if transactions “go off” before we undertake significant work – but not after substantial work, even if the transaction does not complete. Where we engage, but issues beyond those covered in this description arise, we will be willing to pursue these as far as we can for a reasonable extra charge

Other related costs

In addition to our fee, there are various other related expenses (“disbursements”) we will need to pay on your behalf for your transaction to progress (that you will need to fund in advance). These are the disbursements predictable on a typical £270k freehold purchase for an existing owner:

- Stamp Duty Land Tax: £1,000
- Land Registry fees (various): £150
- Bank Charges for “CHAPS”: £16 (i.e. at cost)

You will have to pay all the actual disbursements which arise in the circumstances of your transaction – don’t hesitate to ask for a specific quotation, if this is of concern to you.



OUR FEES FOR OTHER TYPES OF WORK

(not including disbursements)

[103] Assent [probate Transfer] (+ HMLR Fee)	£375 + VAT = £450
[71] DECLARATION OF TRUST (+ £20 HMLR Fee)	£275 + VAT = £330
[69] TRANSFER OF EQUITY (No payment) (+ HMLR Fee)	£400 + VAT = £480
[70] TRANSFER OF EQUITY (payment) / REDEEM ISLAMIC MORTGAGE (+ HMLR Fee)	£475 + VAT = £570
[94] Transfer of equity (no payment) inc. Trust terms (+ HMLR Fee)	£550 + VAT = £660
[72] ADVICE / CERTIFICATION FOR SECURITY (P.G.’s; third party security, occupiers and interested parties)	£250 + VAT = £300 (first individual) £175 + VAT = £210 (per subsequent)
[60] Property Report	£550+VAT (+search report fee above)

[73] ENDORSEMENT OF I.D.1 Form	£100 + VAT = £120
[74] SEVERENCE	£225 + VAT = £270
[68] REMORTGAGE (Not bridging)	£500 + 0.03% of loan + VAT Subject to 30% supplement for complex titles, and Help to Buy supp.
[75] RESIDENTIAL BRIDGING LOANS	£1,200 + VAT = £1,440 (1 st property) £325 + VAT = £390 (per subsequent)
[58] Registration of unregistered property	£550 + VAT + HMLR Fee
[108] Application for possessory title	£850 + VAT = £1,020 + HMLR Fee
[93] Second Trustee Service (HMTc)	£240
[83] Transfer of part of registered title + HMLR Fee	£325 + VAT = £390 (Plan, extra £250 + VAT; Discharge extra £120 + VAT)
[97] Register Extension of Term of Lease	No mortgage: £625 + VAT = £750 With mortgage : £990 + VAT = £1,200

AUCTION PRODUCTS

- [78] Acting on auction sale (pack production; completion) £870 + 0.09% (Gross)
- [60] Property Report [see above]
- Personal attendance at auction (standard hourly rates)
- [77] Completing auction-contracted purchase (no mortgage): £550 + VAT + HMLR Fees
- Any auction-related mortgages are charged as re-mortgages [(68) - see above]

RESIDENTIAL TENANCY RELATED / LANDLORD & TENANT

[32] Drafting Assured Shorthold Tenancy Agreement	£120 (MLS: no VAT)
[62] Producing and serving an Eviction Notice	£100+VAT = £120
[63] Possession Proceedings (plus Court Fee)	£475 + VAT = £570
[64] Enforcing Possession Order (Warrant for Possession) (+ Court Fee + possible Bailiff's etc. fees)	£400 + VAT = £480

[76] FREEHOLD SALE / PURCHASE (BY/TO LEASEHOLDER, BY AGREEMENT)

Does not include applications to Land Tribunals, either title unregistered, or title certification (will require specific pricing, if required)

Basic price : £475 + VAT = £570 (+ HMLR fee, normally currently £40)

SUPPLEMENTS FOR ANY OF THESE THAT ARISE:

1. Negotiation of price [we do not advise] : £100 + VAT = £120
2. Payment of arrears : £50 + VAT = £60
3. Unrepresented seller : £50 + VAT = £60
 - a. Mortgaged freehold supplement : £100 + VAT = £120
 - b. Part title supplement : £100 + VAT = £120
4. Merger of leasehold title : no further charge for un-charged leasehold, but if required for a charged leasehold:
 - a. Discharge £100 + VAT = £120
 - b. 'Transferred to freehold' £200 + VAT = £240
 - c. Lending Security work (i.e. raising mortgage) : £350 + VAT = £420

Lender Panels

Most major UK lenders will instruct us to represent them as well as you (normally at your cost) that would normally save you time and money (compared to the alternative of the lender instructing a different lawyer to the lawyer you instruct).

How long will it take?

Straight forward transactions with no major problems can complete in a few weeks. Some transactions can complete even more quickly than that in some special circumstances; other transactions may take longer, especially if there are problems with related transactions, or with finance. The longer "the chain" of related transactions, the more difficult it is to co-ordinate, and the more opportunities there are for problems to arise. Please call us to discuss if timescale is a particular concern: we will always try to accommodate quick completions where circumstances allow – although no solicitor can guarantee a timescale, as one party's solicitor can never wholly be in control of the complete transaction.

Why you should use Mounteney Conveyancers

Buying a home may be the biggest purchase you will ever make – so you deserve the assurance of your interests being in the best hands. No-one is better placed to protect you than Mounteney Conveyancers. Our conveyancing team are professionals each of whom has substantial experience – not (as at some firms) unqualified low-paid staff, recently recruited, working to scripts, on a tiny part of your transaction, before passing it on. You will always be able to speak to someone who knows what is going-on about your move, with up-to-date information. We

will do everything in our power to help your transaction to go through, and put your interests first – ahead even of our own.

We also offer unique access to the “Mouteney Complete” service by which different parties to the same transaction can deal with associated firms – please see our separate brochure for more details if applicable.

MORE DETAILS ABOUT OUR SERVICES

Conveyancing can be a highly complex legal process because your conveyancer may have to carry out numerous checks in relation to the property and the land it is built on, e.g. rights of access, rights of way, restrictions and other adverse matters in the records. Leases may have to be checked and explained, and there can be issues about such things as conservation areas, tree preservation orders, planning and so on. We also need to consider and advise on the various ownership options that you might have. These matters – and many others like them – need to be dealt with by a specialist who is experienced, regulated, and insured to deal with them. Your conveyancer at Mouteney Conveyancers will:

1. Ascertain from you the full circumstances. This product will normally require us to check the identity of our client in accordance with the Money Laundering Regulations; we will be unwilling to undertake any substantial step in the transaction until we have seen such identity documents
2. one of our qualified conveyancers will supervise your transaction from start to finish, supported by our entire experienced Property Team
3. your singular contact will provide you with regular updates
4. We will offer guidance and advice throughout.



The legal market is highly regulated, and those regulators require that we carry valuable insurance that protects you when you use us.

We have been established in this area since 2005, and are conveyancers of choice for thousands of local clients. We consistently achieve outstanding feedback (let us know if you'd like to see references). We are eager to expand our business by providing the same excellent service our existing clients enjoy, to new prospects.

All conveyancers should be professional, friendly and accessible.

Mounteney Conveyancers' commitments over your normal expectations are that:

1. our explanations are simple, clear and concise
2. our advice and services are unsurpassed in our sector
3. our fees are more economic than our local competitors'
4. our charges are proportionate to the value we produce for clients
5. in all appropriate instances we quote and adhere to fixed-fee terms
6. we cause no unreasonable delay in pursuing our clients' interests
7. we are readily available during business hours
8. we adopt a smart approach
9. we are scrupulously polite
10. our principles are based on the Christian ethos

Entities whose services are offered in this brochure:

Mounteney Conveyancers: is a trading name of Mounteney Conveyancers Limited (English & Welsh Company 9632747); provides conveyancing services restricted to Licensed Conveyancers; is Authorised and Regulated by the Council for Licensed Conveyancers

Mounteney Solicitors : is a trading name of Hargreaves Mounteney Limited (English & Welsh Company 6457868); provides legal services restricted to solicitors; is regulated by the Solicitor's Regulatory Authority

Mounteney Legal Services: is a trading name of Mounteney Legal Services Limited (English & Welsh Company 9899303); provides of legal and other services that are not restricted; is outside the statutory regulation regime

Hargreaves Mounteney Trustee Company and HMTc: are trading names of Hargreaves Mounteney Trustee Company Limited (English & Welsh Company 7968119); that is a Trust Corporation that provides Trust Corporation services; is outside the statutory regulation regime