

## Leasehold sale pricing information

Our fees cover all of the work required to complete the sale of your home, including dealing with redemption of your mortgage (if any).

All work will be carried out by a qualified solicitor and supervised by a consultant or partner.

**Karen Bridges** is a consultant solicitor who qualified in June 1983. Karen supervises the work of the team and has extensive experience of residential conveyancing.

**Asia Bi** qualified in September 2000. Asia conducts all types of residential conveyancing work and assists Karen in complex matters.

### Conveyancer's fees

For established Leasehold sales our fee estimate will range between £1,950 - £2,500 plus VAT.

If the matter becomes protracted/time consuming then the legal fees will need to be increased accordingly.

Telegraphic Transfer Fees are charged at £35 plus VAT.

### Disbursements & additional costs

Official Searches (unregistered title only)	£3 plus VAT
Index Map Search (unregistered title only)	£4 plus VAT
Official copy documents	£3 plus VAT per document
Agents commission account	Individual to each transaction

Disbursements are costs relating to your matter that are payable to third parties such as Land Registry and Agents fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

A fee will be required for us to obtain a Management Pack from your freeholder/managing agent. This will depend on the individual company and we will advise once we are aware of the fee.

You should also be aware that apportionments of ground rent and service charge will be calculated at completion.

### How long will my house sale take?

This will depend on a number of factors to include, but not limited to, the number of parties in the chain, receipt of the management pack, enquiries raised, whether your buyer requires a mortgage offer and the result of the buyer's searches and survey. The average process takes between 8 - 10 weeks.

## Conveyancing Process for Selling your Property

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1. Seller's Conveyancer instructed.
2. Seller's Conveyancer confirms instructions by letter/email setting out the terms of business and fee estimate.
3. Seller's Conveyancer carries out proof of identity checks and sends out a fittings and contents form and property information form for completion.
4. Seller to complete fittings and contents form, property information form and leasehold information form.
5. Seller's Conveyancer obtains title deeds from deeds holder or official copies of the title register and any other required documents and details of the amount outstanding on any existing mortgage.
6. Request Management Pack.
7. Seller's Conveyancer prepares the draft contract and supporting contract documentation and sends to the Buyer's Conveyancer.
8. Buyer's Conveyancer checks the contract and supporting contract documentation and raises pre-contract enquiries with the Seller's Conveyancer.
9. Seller's Conveyancer and seller answer pre-contract enquiries.
10. Buyer's Conveyancer drafts a transfer deed and sends to the Seller's Conveyancer for approval.
11. Buyer's Conveyancer confirms they have acceptable results from their searches, are happy with the answers to pre-contract enquiries and are in receipt of a mortgage offer (if any).
12. Seller and buyer agree on a completion date and contracts are formally "exchanged" - meaning both parties are legally committed to the transaction. Seller's Conveyancer will obtain an up to date settlement figure to repay the outstanding amount on any existing mortgage, if applicable and provide an undertaking to the Buyer's Conveyancer accordingly.
13. Apportionments of service charge and ground rent are calculated.
14. Seller's Conveyancer checks the transfer deed and sends to the seller for signature in readiness for completion.
15. On completion the seller must vacate the property at a time to be agreed and make arrangements to hand over the keys, usually through the estate agent. Buyer's Conveyancer will send the proceeds of sale to the Seller's Conveyancer and the Seller's Conveyancer will arrange for the keys to be released to the buyer. The Seller's Conveyancer sends the title deeds and transfer deed to the buyer's Conveyancer. The seller's Conveyancer then pays the estate agent (if one was used), repays the amount owing to the existing mortgage lender (if applicable) and takes payment for their Conveyancing service costs.
16. Once all the payments have been made all the remaining money from the sale will be transferred to the seller, usually by BACS transfer unless otherwise instructed, on the day of completion.

