

Conveyancing Process & Pricing

At Charles Coleman LLP we take pride in addressing what our service includes and providing transparent and unambiguous costs from the outset of a transaction. This enables our clients to proceed with confidence in knowing the scope of what we will cover but also the overall cost to them.

From the start we will explain the process and address any queries or concerns you may have before we begin to collate the information, we require from you to commence the matter. The most common questions raised are:

1. What is the overall process?
2. How long will the transaction take?
3. Who will be acting on my behalf?
4. What will be the cost involved?

We will address each of the above questions in turn to remove any ambiguity.

1. The Overall Process

It is important that our clients understand the key stages of their transaction and we have set out an overview for your understanding.

[The Sale Process](#)

[The Purchase Process](#)

[The Remortgage Process](#)

2. How long will the transaction take?

There are a number of factors to be taken into consideration when advising how long it will take to complete your matter which include the length of the chain, the response times from other parties' legal representatives and parties themselves and any lender involved.

The average timeframe from instruction to completion is between 8-12 weeks. This can often be slightly longer for a leasehold transaction ranging from between 12-16 weeks.

Our approach is always to take all reasonable steps to progress your matter as swiftly as possible during the transaction.

3. Who will be acting on my behalf?

The [Residential Conveyancing team](#) here at Charles Coleman LLP are highly skilled and experienced in the field.

They are all accredited to the Law Society Conveyancing Quality Scheme providing you with the comfort of knowing you will be receiving the highest level of service.

Your matter will be handled by the same dedicated and experienced member of the team supported by their assistant throughout.

The individual profiles for all members of the team can be found on our '[Meet the Team](#)' page on our website.

4. What will be the costs involved?

We provide fixed fee quotes based on a range of property values and the same fee structure is used by all members of the Residential Conveyancing Team.

It should be noted that our fees are inclusive of the work undertaken by us in acting on behalf of the Lender, with no additional charges for doing so. The scope of our fees covers all required work to see your transaction through to completion.

We set out below several examples by way of guidance for you. For your convenience, if you would like a clearer idea of the costs and disbursements for your own transaction, you can obtain an estimate by using the 'Instant Conveyancing Estimate' button on or side tab of this website. The estimate will contain all fees and disbursements to be paid on your behalf plus calculate the Stamp Duty Land Tax and Land Registration fee that you will have to pay (where applicable).

Sale of Freehold at £600,000

- Legal Fees: £1,900.00 plus VAT.
- Electronic client onboarding solution (eCOS): £12.00 plus VAT per individual. -
- Archiving file fee: £40.00 plus VAT.
- Electronic bank transfer fee: £30.00 plus VAT per transfer.
- Land Registry office copy entries: £7.00 plus VAT per copy*
- Land Registry bankruptcy search fee: £6.00 plus VAT per individual*

Note: if you pay estate service charges then you will also have to apply for a freehold sales management pack (FME1) and the Managing Agent will advise you of their fees directly.

Sale of Leasehold at £600,00

- Legal Fees: £2,000.00 plus VAT.
- Electronic client onboarding solution (eCOS): £12.00 plus VAT per individual. -
- Archiving file fee: £40.00 plus VAT.
- Electronic bank transfer fee: £30.00 plus VAT.
- Land Registry office copy entries: £7.00 plus VAT per copy*
- Land Registry bankruptcy search fee: £6.00 plus VAT per individual*

Note: if you pay service charges and/or Ground Rent then you will also have to apply for a leasehold sales management pack (LPE1) and the Landlord and/or Managing Agent will advise you of their fees directly. Each Managing Agent sets their own charges and these range between £250.00-£400.00 plus VAT as a guideline.

We will also be expected to clear on completion any outstanding service charges and/or ground rent arrears.

Purchase of Freehold at £600,000

- Legal Fees £2,100.00 plus VAT.
- Electronic client onboarding solution (eCOS): £12.00 plus VAT per individual. -
Confirmly checker fee: £12.50 plus VAT.
- Electronic bank transfer fee: £30.00 plus VAT.
- Archiving fee: £40.00 plus VAT.
- Land Registry registration fee: *this will be dependent upon the price of the property and whether the property is registered. You may wish to use the link to the [HM Land Registry Fee Calculator](#).*
- Land Registry priority search fee: 7.00 plus VAT*
- Land Registry bankruptcy search fee: £6.00 plus VAT per individual*
- Searches: £650.00 inc VAT (approx.)

Note: Stamp Duty Land Tax or Land Transaction Tax will vary upon a few factors. Please visit the links below to calculate the same.

Purchase of Leasehold at £600,000

- Legal Fees: £2,300.00 plus VAT.
- Electronic client onboarding solution (eCOS): £12.00 plus VAT per individual. -
Confirmly checker fee: £12.50 plus VAT.
- Electronic bank transfer fee: £30.00 plus VAT.
- Archiving fee: £40.00 plus VAT.
- Land Registry registration fee: *this will be dependent upon the price of the property and whether the property is registered. You may wish to use the link to the [HM Land Registry Fee Calculator](#).*
- Land Registry priority search fee: £7.00 plus VAT*
- Land Registry bankruptcy search fee: £6.00 plus VAT * per individual. -
Searches: £650.00 inc VAT (approx.)
- Leasehold Notice fees: *to be advised once receipt of management sales pack received.* -
Ground Rent and/or service charge apportionments: *to be advised once calculated after exchange by the Seller's Solicitor.*

Note: Stamp Duty Land Tax or Land Transaction Tax will vary upon several factors. Please visit the links below to calculate the same.

If you are purchasing a leasehold property, there will also be the following additional anticipated disbursements:

- Notice of Transfer fee: which is set out as a requirement in the lease and can range between £50.00-£250.00 plus VAT.
- Notice of Charge fee (if property is to be mortgaged): which is again set out as a

requirement in the lease and can range between £50.00-£250.00 plus VAT. - Deed of Covenant fee: this fee is set by the management company and can range between £100.00-£350.00 plus VAT.

- Certificate of Compliance fee: this fee is set by the management company and can range between £100.00-£350.00 plus VAT.
- Share/Membership Certificate fee: this requirement will be confirmed once the lease is reviewed and the fee payable to the management company can range between £50.00-£150.00 plus VAT.

The additional disbursements set out above on a leasehold property are by way of guidance only as they will vary under each lease.

On completion you will also pay an apportionment of the service charges and/or ground rent that has been already paid up in advance by the Seller and we will calculate those costs and advise you after exchange of contracts.

Remortgage of a Freehold at £600,000

- Legal Fees: £1,000.00 plus VAT.
- Electronic client onboarding solution (eCOS): £12.00 plus VAT per individual - Archiving file fee: £40 plus VAT.
- Electronic bank transfer fee: £30 plus VAT per transfer.
- Land Registry office copy entries: £7.00 plus VAT per copy*
- Land Registry bankruptcy search fee: £6.00 plus VAT per individual*
- Land Registry registration fee: *this will be dependent upon the value of the property, the mortgage taken out and whether the property is registered. You may wish to use the link to the [HM Land Registry Fee Calculator](#).*

Note: Stamp Duty Land Tax or Land Transaction Tax will be payable if there is a change of ownership, and a transfer of equity is involved in addition to the re-mortgage. Please visit the links below to calculate the same. We will quote separately on the transfer of equity element (if applicable).

Remortgage of a Leasehold at £600,000

- Legal Fees: £1,100.00 plus VAT.
- Electronic client onboarding solution (eCOS): £12.00 VAT per individual - Archiving file fee: £40.00 plus VAT.
- Electronic bank transfer fee: £30.00 plus VAT.
- Land Registry office copy entries: £7.00 plus VAT per copy*
- Land Registry bankruptcy search fee: £6.00 plus VAT per individual*
- Land Registry registration fee: *this will be dependent upon the value of the property, the mortgage taken out and whether the property is registered. You may wish to use the link to the [HM Land Registry Fee Calculator](#).*
- Leasehold Notices: *to be advised by the Landlord/Managing Agent*
- Clearance of any outstanding Service Charges and/or Ground Rent.

Note: Stamp Duty Land Tax or Land Transaction Tax will be payable if there is a change of

ownership, and a transfer of equity is involved in addition to the re-mortgage. Please visit the links below to calculate the same. We will quote separately on the transfer of equity element (if applicable).

If you are re-mortgaging a leasehold property, there will also be the following additional anticipated disbursements:

- Notice of Transfer fee (if a transfer of equity also takes place simultaneously): which is set out as a requirement in the lease and can range between £50.00-£250.00 plus VAT.
- Notice of Charge fee (if property is to be mortgaged): which is again set out as a requirement in the lease and can range between £50.00-£250.00 plus VAT.
- Deed of Covenant fee: this is fee is set by the management company and can range between £100.00-£350.00 plus VAT.
- Certificate of Compliance fee: this is fee is set by the management company and can range between £100.00-£350.00 plus VAT.
- Share/Membership Certificate fee (if a transfer of equity also takes place simultaneously): this requirement will be confirmed once the lease is reviewed and the fee payable to the management company can range between £50-£150 plus VAT.

The additional disbursements set out above on a leasehold property are by way of guidance only as they will vary under each lease.

On completion we will be required to clear the service charges and/or ground rent account.

Whilst the above examples are for illustrative purposes, you should still contact us to speak with us direct as our costs will be tailored to your individual circumstances.

The above examples are given on the assumption that the property is registered on a single title and Land Registry and no unforeseen circumstances arise during the matter. Some of the reasons why the transaction may become more complex and require us to increase our fees are:

- Where your mortgage lender instructs its own solicitor.
- Where a lease extension is involved.
- Where your lease purchase includes the purchase of a share of the freehold. - Where freeholder consent may be required for any reason.
- Where there is a perceived defect in title.
- If leasehold, where it is the transfer of an existing lease and not the grant of a new lease. - Shared ownership transactions.
- Missing or absentee landlords.
- Compulsory purchase where a transaction is required to be expedited. - Contract races.
- Lockout/exclusivity agreement.
- Unregistered land.
- New build property.

If at any time additional work is required to be undertaken which will give rise to an increase in our fees, we will inform you of the same.

We will charge a sum of £250.00 plus VAT for the additional work that will be involved if you are receiving a gift from a relative towards a purchase that will include undertaking electronic identity/AML checks on the Donor(s), obtaining documentary evidence of the source of funds, carrying out a bankruptcy search, preparing a Gifted Deposit Deed and Declaration of Solvency for execution by the Donor(s) and taking out an indemnity policy for the full value of the property. The indemnity policy premium will be payable in addition to our fees.

We will charge a fee on any abortive matters based upon the time and work carried out on the matter at the time it becomes abortive.

Third Party Disbursements

A disbursement are costs incurred during your matter that are payable to third parties. We will attend to the payment of the disbursements on your behalf to deliver an overall smoother process.

We do not add anything to these expenses, they are passed onto you at cost to us and are costs that are essential to the property transaction itself.

Stamp Duty Land Tax

On the purchase of a property Stamp Duty Land Tax (if the property is in England) and Land Transaction Tax (if the property is in Wales) will be payable. The sum due will be calculated on the purchase price but can vary dependent upon whether it is payable at the standard rate, the higher rate or whether any reliefs apply such as first-time buyer relief.

You can calculate the likely stamp duty payable by visiting the [HMRC's Stamp Duty Calculator](#) or the [Land Transaction Tax Calculator](#) if the property is in Wales.

Considering the above, if you would like to discuss further your individual needs and circumstances that will leave us better placed to provide you with a detailed breakdown of costs taking into consideration your requirements, please contact **a member of our Residential Conveyancing Team.**

*There will be a £1.50 plus VAT charged on these disbursements passed onto us by our case management InfoTrack admin fee.