



The Complete Storey!

5

Land Registration
Stamp Duty Land Tax



4

Completion



3

Exchange of Contracts



2

Searches & Enquiries



1

Legal Investigation



*Note that the fee scales given in this guide only relate to residential property. For commercial property transactions, please speak to our commercial property team.

Residential Conveyancing Fees

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*The estimates given in this document are to be read in conjunction with our terms of business which can be found on our website, or you can request a copy from us by post or email.

In this document we use 'No VAT' to denote no VAT is payable on a particular fee, 'incl. VAT' where the fee shown includes VAT, and 'excl. VAT' where the fee shown excludes the VAT and is shown elsewhere in the document.

Purchase of a freehold property

Our fees cover all the work* required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

What is included?

The precise stages involved in the purchase of a residential property vary according to the circumstances but usually, the following steps are required:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer with you
- Send final contract to you for signature
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

How long will my purchase take?

The average process takes between 6-9 weeks.

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors.

It can be quicker or slower, depending on the parties in the chain. For example, if you are a first time buyer, purchasing a new build property with a mortgage in principle, it could take 10 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 4 months. In such, a situation additional charges would apply.

How much will this service cost?

	Property Value/Price range								
	£0- £100,000	£100,001- £200,000	£200,001- £350,000	£350,001- £500,000	£500,001- £750,000	£750,001- £900,000	£900,001- £1,100,000	£1,100,001- £1,500,000	over £1,500,000
Legal fee* (excl. VAT)	950.00	1075.00	1200.00	1900.00	2400.00	2800.00	3000.00	3750.00	0.3% of value
Searches (excl. VAT)	225.08	225.08	225.08	225.08	225.08	225.08	225.08	225.08	225.08
Chancel Liability indemnity policy (No. VAT)	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
HM Land Registry fee** (No VAT)	40.00	100.00	150.00	150.00	295.00	295.00	500.00	500.00	500.00
Stamp Duty Land Tax return (excl VAT)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
AML check (excl VAT)	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67
Electronic transfer fee (excl. VAT)	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Total VAT	262.55	287.55	312.55	452.55	552.55	632.55	672.55	822.55	tbc
Estimated total	£1,628.30	£1,838.30	£2,038.30	£2,878.30	£3,623.30	£4,103.30	£4,548.30	£5,448.30	tbc

* Our Legal fee assumes that:

- this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required
- it is not a new-build property (otherwise further legal fees of £400 +VAT will apply)
- the purchase does not involve a Help to Buy mortgage, Help to Buy ISA or Lifetime ISA (as otherwise further legal fees apply)

** The Land Registry fee is assuming an online discount applies. However, if it is a purchase of unregistered land or part only of registered land the discount will not apply and the fee will be double the fee listed above.

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

Stamp Duty Land Tax

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using [f](#) or if the property is located in Wales by using the [Welsh Revenue Authority's website](#).

Purchase of a leasehold property

Our fees cover all the work* required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property is in Wales.

What is included?

The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances but usually, the following steps are required:-

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer
- Send final contract to you for signature
- Draft Transfer
- Advise you on joint ownership
- Obtain pre-completion searches
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

How long will my purchase take?

The average process takes between 7-10 weeks.

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. It can be quicker or slower, depending on the parties in the chain. For example, if you are a first time buyer, purchasing a new build property with a mortgage in principle, it could take 11 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 4 months. In such, a situation additional charges would apply.

How much will this service cost?

	Property Value/Price range								
	£0- £100,000	£100,001- £200,000	£200,001- £350,000	£350,001- £500,000	£500,001- £750,000	£750,001- £900,000	£900,001- £1,100,000	£1,100,001- £1,500,000	over £1,500,000
Legal fee* (excl. VAT)	1600.00	1750.00	1900.00	2750.00	3500.00	4100.00	4450.00	5450.00	0.3% + £1500
Searches (excl. VAT)	225.08	225.08	225.08	225.08	225.08	225.08	225.08	225.08	225.08
Chancel Liability indemnity policy (No VAT)	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
HM Land Registry fee** (No VAT)	40.00	100.00	150.00	150.00	295.00	295.00	500.00	500.00	500.00
Stamp Duty Land Tax return (excl VAT)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
AML check (excl VAT)	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67
Electronic transfer fee (excl. VAT)	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Total VAT	392.55	422.55	452.55	622.55	772.55	892.55	962.55	1162.55	tbc
Estimated total	£2,408.30	£2,648.30	£2,878.30	£3,898.30	£4,943.30	£5,663.30	£6,288.30	£7,488.30	tbc

* Our Legal fee assumes that:

- this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
- this is the assignment of an existing lease and is not the grant of a new lease
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.
- it is not a new-build property (otherwise further legal fees of £400 +VAT will apply)
- the purchase does not involve a Help to Buy mortgage, Help to Buy ISA or Lifetime ISA (as otherwise further legal fees apply)

** The above Land Registry fee is assuming an online discount applies. However, if it is a purchase of unregistered land or part only of registered land the discount will not apply and the fee will be double the fee listed above.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as search fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. There are certain disbursements which will be set out in the individual lease relating to the Property. The disbursements which we anticipate will apply are set out

separately below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

Anticipated Disbursements***

- Notice of Transfer fee – This fee, if chargeable, is set out in the lease. Often the fee is between £50-£150.
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £50-£150.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £200-£300.
- Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £100-£300.

***These fees vary from property to property and can, on occasion, be significantly higher than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

You should also be aware that ground rent and service charge are likely to apply throughout your ownership of the property. We will confirm the ground rent and the anticipated service charge as soon as this we receive this information.

Stamp Duty Land Tax

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using [HMRC's website](#) or if the property is located in Wales by using the [Welsh Revenue Authority's website](#).

Sale of a freehold property

Our fees cover all the work* required to complete the sale of your home.

What is included?

The precise stages involved in the sale of a residential property vary according to the circumstances but usually, the following steps are required:-

- Take your instructions and give you initial advice
- Obtain details of legal title
- Prepare contract documents
- Deal with any enquiries from seller's solicitor
- Send final contract to you for signature
- Agree completion date (date from which you cease to own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from buyer
- Complete sale
- Deal with discharge of any mortgage

How long will my sale take?

The average process takes between 6-9 weeks.

How long it will take from your offer being accepted until you can move out will depend on a number of factors. It can be quicker or slower, depending on the parties in the chain.

How much will this service cost?

	Property Value/Price range								
	£0- £100,000	£100,001- £200,000	£200,001- £350,000	£350,001- £500,000	£500,001- £750,000	£750,001- £900,000	£900,001- £1,100,000	£1,100,001- £1,500,000	over £1,500,000
Legal fee* (excl. VAT)	720.00	850.00	975.00	1100.00	1600.00	2000.00	2800.00	3500.00	0.28% of value
Land Registry searches (excl. VAT)	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50
AML check (excl. VAT)	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67
Electronic transfer fee (excl. VAT)	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Total VAT	153.03	179.03	204.03	229.03	329.03	409.03	569.03	709.03	tbc
Estimated total	£ 918.20	£1,074.20	£1,224.20	£1,374.20	£1,974.20	£2,454.20	£3,414.20	£4,254.20	tbc

* Our Legal fee assumes that:

- this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

** The electronic transfer fee is charged per payment. Therefore if on completion there are, for example, 2 payments required (such as mortgage discharge plus payment of net proceeds) the fee will be double.

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

Sale of a leasehold property

Our fees cover all the work* required to complete the sale of your home.

What is included?

The precise stages involved in the sale of a residential property vary according to the circumstances but usually, the following steps are required:-

- Take your instructions and give you initial advice
- Obtain details of legal title
- Prepare contract documents
- Obtain information from landlord/management company/managing agent
- Deal with any enquiries from seller's solicitor
- Send final contract to you for signature
- Agree completion date (date from which you cease to own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from buyer
- Complete sale
- Deal with discharge of any mortgage

How long will my sale take?

The average process takes between 7-10 weeks.

How long it will take from your offer being accepted until you can move out will depend on a number of factors. It can be quicker or slower, depending on the parties in the chain.

How much will this service cost?

* Our Legal fee assumes that:

- this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.
- this is the assignment of an existing lease and is not the grant of a new lease

** The electronic transfer fee is charged per payment. Therefore if on completion there are, for example, 2 payments (such as mortgage discharge plus payment of net proceeds) the fee will be double.

	Property Value/Price range								
	£0- £100,000	£100,001- £200,000	£200,001- £350,000	£350,001- £500,000	£500,001- £750,000	£750,001- £900,000	£900,001- £1,100,000	£1,100,001- £1,500,000	over £1,500,000
Legal fee* (excl. VAT)	1200.00	1300.00	1500.00	1750.00	2000.00	2750.00	3250.00	3950.00	0.25% + £950
Land Registry searches (excl. VAT)	18.75	18.75	18.75	18.75	18.75	18.75	18.75	18.75	18.75
AML check (excl. VAT)	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67
Electronic transfer fee (excl. VAT)	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Total VAT	251.28	271.28	311.28	361.28	411.28	561.28	661.28	801.28	tbc
Estimated total	£1,507.70	£1,627.70	£1,867.70	£2,167.70	£2,467.70	£3,367.70	£3,967.70	£4,807.70	tbc

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. There are certain disbursements which will depend on the individual lease relating to the Property. The disbursements which we anticipate will apply are set out separately below. This list is not exhaustive and other disbursements may apply depending on the terms of the lease. We will update you on the specific fees upon receipt and review of the lease.

Anticipated Disbursements***

- Leasehold sale information pack fee – This fee if chargeable is often between £150-£450.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £200-£300.

***These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

Mortgage of a freehold property

Our fees cover all the work* required to complete the mortgage/re-mortgage of your home, including dealing with registration at the Land Registry.

What is included?

The precise stages involved in the mortgage of a residential property vary according to the circumstances but usually, the following steps are required:-

- Take your instructions and give you initial advice
- Obtain legal title
- Carry out searches
- Obtain further planning documentation if required
- Go through conditions of mortgage offer with you
- Prepare mortgage documentation for your signature
- Agree completion date
- Arrange for all monies needed to be received from lender and you
- Complete mortgage
- Deal with repayment of any existing mortgage
- Deal with application for registration at Land Registry

How long will my mortgage take?

- The average process takes between 4-6 weeks.
- How long it will take from your mortgage offer being accepted until completion will depend on a number of factors.

How much will this service cost?

* Our Legal fee assumes that:

- this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

** The Land Registry fee is assuming an online discount applies. However, if it is a mortgage of unregistered land or part only of registered land the discount will not apply and the fee will be double the fee listed above.

*** The electronic transfer fee is charged per payment. Therefore if on completion there are, for example, 2 payments required (mortgage discharge plus payment of net proceeds) the fee will be double.

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

	Property Value/Price range								
	£0- £100,000	£100,001- £200,000	£200,001- £350,000	£350,001- £500,000	£500,001- £750,000	£750,001- £900,000	£900,001- £1,100,000	£1,100,001- £1,500,000	over £1,500,000
Legal fee* (excl. VAT)	850.00	850.00	900.00	1000.00	1200.00	1500.00	1800.00	2500.00	3000.00
Searches (excl. VAT)	225.08	225.08	225.08	225.08	225.08	225.08	225.08	225.08	225.08
Chancel Liability indemnity policy (No VAT)	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Land Registry searches (excl. VAT)	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50
Land Registry fee** (No VAT)	20.00	30.00	45.00	45.00	65.00	65.00	140.00	140.00	140.00
AML checks (excl. VAT)	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67
Electronic transfer fee (excl. VAT)	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Total VAT	224.05	224.05	234.05	254.05	294.05	354.05	414.05	554.05	654.05
Estimated total	£1,377.30	£1,387.30	£1,462.30	£1,582.30	£1,842.30	£2,202.30	£2,637.30	£3,477.30	£4,077.30

Mortgage of a leasehold property

Our fees cover all the work* required to complete the mortgage/re-mortgage of your home, including dealing with registration at the Land Registry.

What is included?

The precise stages involved in the mortgage of a residential property vary according to the circumstances but usually, the following steps are required:-

- Take your instructions and give you initial advice
- Obtain legal title
- Carry out searches
- Obtain further planning documentation if required
- Obtain information from landlord/management company/managing agent
- Go through conditions of mortgage offer with you
- Prepare mortgage documentation for your signature
- Agree completion date
- Arrange for all monies needed to be received from lender and you
- Complete mortgage
- Deal with repayment of any existing mortgage
- Deal with application for registration at Land Registry

How much will this service cost?

* Our Legal fee assumes that:

- this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

** The Land Registry fee is assuming an online discount applies. However, if it is a mortgage of unregistered land or part only of registered land the discount will not apply and the fee will be double the fee listed above.

*** The electronic transfer fee is charged per payment. Therefore if on completion there are, for example, 2 payments required (mortgage discharge plus payment of net proceeds) the fee will be double.

Property Value/Price range									
	£0- £100,000	£100,001- £200,000	£200,001- £350,000	£350,001- £500,000	£500,001- £750,000	£750,001- £900,000	£900,001- £1,100,000	£1,100,001- £1,500,000	over £1,500,000
Legal fee* (excl. VAT)	1250.00	1350.00	1450.00	1550.00	1750.00	1950.00	2500.00	3800.00	4500.00
Searches (excl. VAT)	225.08	225.08	225.08	225.08	225.08	225.08	225.08	225.08	225.08
Chancel Liability indemnity policy (No VAT)	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Land Registry searches (excl. VAT)	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50
Land Registry fee** (No VAT)	20.00	30.00	45.00	45.00	65.00	65.00	140.00	140.00	140.00
AML checks (excl. VAT)	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67
Electronic transfer fee (excl. VAT)	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Total VAT	304.05	325.05	344.05	364.05	404.05	444.05	554.05	814.05	954.05
Estimated total	£1,857.30	£1,988.30	£2,122.30	£2,242.30	£2,502.30	£2,742.30	£3,477.30	£5,037.30	£5,877.30

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as search fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. There are certain disbursements which will be set out in the individual lease relating to the Property. The disbursements which we anticipate will apply are set out separately below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

Anticipated Disbursements****

- Leasehold information pack fee – This fee if chargeable is often between £150-£450.
- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £50-£150.
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £50-£150.

****These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

How long will my mortgage take?

The average process for a leasehold property takes between 5-7 weeks.

How long it will take from your mortgage offer being accepted until completion will depend on a number of factors.

Our Conveyancing Team

[Anthony Smith](#) is a Director of Progression and is a qualified solicitor and has many years of experience acting in residential conveyancing matters. He is also the firm's Managing Director

[Nicola Wood](#) is a Director of Progression and is a qualified solicitor and has many years of experience acting in residential conveyancing matters. She is also the head of the Commercial Property Department

[Claire Meehan](#) is an Associate Solicitor and is head of the Residential Property Department. She is an experienced residential property solicitor and has supervisory responsibility for all residential property matters and reports to the Directors.

[Simon Rose](#) is an Associate Solicitor in the Residential Property Department and is an experienced residential property solicitor. Simon primarily provides assistance with regulatory matters in the Residential Property Department and the training of residential property fee earners

[Kara Reed](#) is a trainee Licensed Conveyancer in the Residential Property Department working under the supervision of qualified staff

[Tricia Burns](#) is a paralegal assistant with many years of experience working in residential property. She assists other fee earners in the Residential Property Department

[David Townend](#) is a qualified solicitor who is Consultant to the firm. He has many years of experience dealing with residential property.

[Barry Scott](#) is an Associate Solicitor who has extensive experience of property transactions including residential matters

Trainee Solicitors

We normally have at least one trainee solicitor in the firm at any one time who is providing assistance to other fee earners in residential property matters. All trainee solicitors are closely supervised by qualified fee earners