



RESIDENTIAL CONVEYANCING: SALE

WHSS prefers to provide each individual client with a bespoke quote for works completed and would highly recommend you call our conveyancers for a personal, free, no obligation quote for services. This will provide you with details of who if appointed, would act for you and will allow you to raise any initial questions you may have for the fee earner immediately. If, however, you would like some indication as to our potential fees and charging structure then the following provides an outline for the sale of a single residential freehold property: -

Property Price	Fee	VAT	Total
£0 - £300,000	£750	£150	£900
£300,001 - £500,000	£795	£159	£954
£500,001 - £750,000	£845	£169	£1,014
£750,001 - £1m	£995	£199	£1,194
£1,000,001 - £1,500,000	£1,250	£250	£1,500
£1,500,001 and over	<i>Please call for a quotation</i>		

In addition to the figures shown above there will be further time spent in appropriate transactions at the estimated costs shown: -

1. For each bank transfer made during your transaction: -
 - a. Faster payment for a sum under £100,000 £20 plus VAT each (£24)
 - b. CHAPS or payment of a sum over £100,000 £45 plus VAT each (£54)
2. File Archive Fee for each file £20 plus VAT (£24)
3. Anti-money laundering search fee £10 plus VAT per person (£12)
4. Shared Ownership £150 plus VAT (£180)
5. Unregistered Land £150 plus VAT (£180)
6. Leasehold Supplement if Leasehold property £150 plus VAT (£180)

The work on your sale will be handled by a specific person with the right abilities, skill and experience to manage your sale. Your lawyer will also have a dedicated team of support by both our admin team and other cross skilled practitioners.

During your sale we will be required to spend money on your behalf to others, for example a payment to the Land Registry to order your title deeds. These expenses are known to us as disbursements and

we will ask you for a small balance on account at the beginning of the matter to provide us with enough funds to meet these costs.

Typical disbursements on a sale can include: -

1. Land Registry Official copy entries £3 per entry
2. Bankruptcy Searches £2 per name searched

In a freehold sale the scope of our retainer will include: -

- (a) *authenticating the buyer's lawyer's details and completing necessary due diligence*
- (b) *investigating the title to the property, and providing evidence of the same to purchaser's solicitors to include replying to all enquiries raised;*
- (c) *preparing a sale contract;*
- (d) *negotiating a transfer document;*
- (e) *obtaining and providing you with a mortgage redemption statement (if any);*
- (f) *proceeding to exchange of contracts and then completion of the sale;*
- (g) *transferring funds by telegraphic transfer to you or for your related purchase*

If this is a leasehold transaction, we will also need to communicate with the Managing Agent / Freeholder as appropriate and negotiate any required terms with them.

If it becomes apparent that there are unforeseen circumstances in connection with the sale, we may have to increase our charges, but if that is the case, we shall inform you before we incur any additional costs. Examples can include the requirement of a Statutory Declaration and or other deeds that are required as part of your sale.

RESIDENTIAL CONVEYANCING: PURCHASE

WHSS prefers to provide each individual client with a bespoke quote for works completed and would highly recommend you call our conveyancers for a personal, free, no obligation quote for services. This will provide you with details of who if appointed, would act for you and will allow you to raise any initial questions you may have for the fee earner immediately. If, however, you would like some indication as to our potential fees and charging structure then the following provides an outline for the purchase of a single residential freehold property: -

Property Price	Fee	VAT	Total
£0 - £300,000	£750	£150	£900
£300,001 - £500,000	£795	£159	£954
£500,001 - £750,000	£845	£169	£1,014
£750,001 - £1m	£995	£199	£1,194
£1,000,001 - £1,500,000	£1,250	£250	£1,500
£1,500,001 and over		<i>Please call for a quotation</i>	

In addition to the figures shown above there will be further time spent in appropriate transactions at the estimated costs shown: -

1. For each bank transfer made during your transaction: -
 - a. Faster payment for a sum under £100,000 £20 plus VAT each (£24)
 - b. CHAPS or payment of a sum over £100,000 £45 plus VAT each (£54)
2. File Archive Fee for each file £20 plus VAT (£24)
3. Anti-money laundering search fee £10 plus VAT per person (£12)
4. Stamp Duty Land Tax completion form £75 plus VAT (£90)
5. Help to Buy Loan £250 plus VAT (£300)
6. Help to Buy ISA or LISA £75 plus VAT (£90)
7. Where the property is a new build £200 plus VAT (£240)
8. Gifted Deposit £125 plus VAT (£150)
9. Shared Ownership £150 plus VAT (£180)
10. Unregistered Land £150 plus VAT (£180)
11. Leasehold supplement if Leasehold premises £150 plus VAT (£180)
12. Bridging Finance *price on application*

The work on your purchase will be handled by a specific person with the right abilities, skill and experience to manage your transaction. Your lawyer will also have a dedicated team of support by both our admin team and other cross skilled practitioners.

During your purchase we will be required to spend money on your behalf to others, for example a payment to the Land Registry to register your property or to the Search Company for completing your searches. These expenses are known to us as disbursements and we will ask you for a small balance on account at the beginning of the matter to provide us with enough funds to meet these costs. Typical disbursements on a sale can include: -

- | | |
|---------------------------|-----------------------------------|
| 1. Searches | £210 upwards |
| 2. Bankruptcy Searches | £2 per name searched |
| 3. Land Registry Searches | £3 per title searched |
| 4. Land Registration Fee | <i>calculated on formal quote</i> |

You will also be required to pay Stamp Duty Land Tax ('SDLT') and we will confirm the value of this once we have ascertained your own personal circumstances.

In a freehold purchase the scope of our retainer will include: -

- (a) *authenticating the buyer's lawyers' details and completing necessary due diligence*
- (b) *investigating the title to the property, to include:*
 - (i) *carrying out searches with respect to title and local government information for the property (please note that we will issue an interim bill for these searches when completed that will be paid out of the monies provided by you on account as referenced below. The bill when raised will be sent to you for reference only);*
 - (ii) *reviewing replies given by the seller to pre-contract enquiries;*
- (c) *negotiating a purchase contract;*
- (d) *negotiating a transfer document;*
- (e) *advising you in respect of the legal aspects of your mortgage offer (if any)*
- (f) *preparing a report on title;*
- (g) *proceeding to exchange of contracts and then completion of the purchase;*
- (h) *transferring funds by telegraphic transfer to the seller's solicitors and for relevant taxes;*
- (i) *calculating stamp duty land tax (SDLT) on the purchase and preparing and submitting to HM Revenue & Customs the appropriate SDLT forms; and*
- (i) *registering the purchase and the mortgage (if applicable) at the Land Registry.*

If this is a leasehold purchase, we will also need to report to you on the Lease to the premises and any related intricacies of the same following a review of the legal pack and management information.

If it becomes apparent that there are unforeseen circumstances in connection with the purchase, we may have to increase our charges, but if that is the case, we shall inform you before we incur any additional costs. Examples can include the requirement of a Declaration of Trust.

REFERAL FEES

WHSS does have a limited number of referral agreements in place with local estate agents. In the circumstances in which you have been referred to us by one of these agents we will evidence the rates of any referral agreement in our client care correspondence with you.

Referral fees are deducted from our fees and not paid on top of the above quoted figures.

PANEL WORK

WHSS does receive some work from the panel provider, Lifetime Legal. If you are referred to us by Lifetime Legal, then our quote is provided directly by Lifetime Legal based on their membership bands for clients. We have no discretion over your Lifetime Legal quote.

Your quote will clearly express any further referral fee from our fees paid to Lifetime Legal.

RESIDENTIAL CONVEYANCING: RE-MORTGAGE

WHSS prefers, to provide each individual client with a bespoke quote for works completed and would highly recommend you call our conveyancers for a personal, free, no obligation quote for services. This will provide you with details of who if appointed, would act for you and will allow you to raise any initial questions you may have for the fee earner immediately. If, however, you would like some indication as to our potential fees and charging structure then we can confirm our base fee for advice on a re-mortgage is £450 plus VAT.

In addition to this figure shown above there will be further time spent in appropriate transactions at the estimated costs shown: -

- | | |
|---|-------------------------------|
| 1. For each bank transfer made during your transaction: - | |
| a. Faster payment for a sum under £100,000 | £20 plus VAT each (£24) |
| b. CHAPS or payment of a sum over £100,000 | £45 plus VAT each (£54) |
| 2. File Archive Fee for each file | £20 plus VAT (£24) |
| 3. Anti-money laundering search fee | £10 plus VAT per person (£12) |
| 4. Stamp Duty Land Tax completion form (if necessary) | £75 plus VAT (£90) |

The work on your re-mortgage will be handled by a specific person with the right abilities, skill and experience to manage your transaction. Your lawyer will also have a dedicated team of support by both our admin team and other cross skilled practitioners.

During your re-mortgage we will be required to spend money on your behalf to others, for example a payment to the Land Registry to register your charge or to the Search Company for completing your searches. These expenses are known to us as disbursements and we will ask you for a small balance on account at the beginning of the matter to provide us with enough funds to meet these costs. Typical disbursements on a sale can include: -

- | | |
|---------------------------|-----------------------------------|
| 1. Searches | £210 upwards |
| 2. Bankruptcy Searches | £2 per name searched |
| 3. Land Registry Searches | £3 per title searched |
| 4. Land Registration Fee | <i>calculated on formal quote</i> |

You may also be required to pay Stamp Duty Land Tax ('SDLT') and we will confirm the value of this once we have ascertained your own personal circumstances.

PROBATE

Obtaining a grant of representation and dealing with the administration of an estate can be complicated; it can take several months to make sure everything is done properly. At WHSS we offer a complete estate administration service to deal with everything for you.

Every estate is different, which is why we encourage you to contact us, so we can provide you with an estimate outlining a range of potential fees to make sure that you get the right amount of support to meet your individual circumstances. We will update you regularly on your costs throughout the matter so you can stay in control throughout.

However, as a guide, it may be helpful to explain that the costs of administration of an estate, exclusive of VAT and disbursements and ancillary matters such as conveyancing and litigation for an average estate, will probably fall within the range of 2 – 3.5 % of the gross estate. Please note, however, that if the value of the estate is under £100,000, unusually complex or insolvent, this amount may be higher.

Our charges for acting in the administration of the estate will be based upon two factors: -

1. The time spent by Solicitors and legal staff in dealing with the estate; and
2. A value element equal to 1% of the gross estate.

Our hourly charges in this Department are £225 plus VAT. We review our hourly rates annually and shall let you have prior warning if any changes are proposed. We do not ask you to pay the charges directly as they are invariably deducted from the balance of the estate before it is distributed.

Please note that during the course of the transaction we may be required to send funds by Telegraphic Transfer. If funds are paid by Telegraphic Transfer, a Bank Transfer Fee will be charged over and above the amount that we are charged by the bank (the fee charged by us is £45 plus VAT). This is to take into account the work involved in arranging the Telegraphic Transfer on your behalf.

Please note that if the value of the bank transfer is below £100,000 we will only charge £20 plus VAT, similarly, we charge £20 plus VAT for each cheque payment made.

The further additional fees are also charged to the estate:

File Archive Fee	£20.00
VAT on above	£4.00
Money Laundering Search fee (£10 per person)	£10.00
VAT on above	£2.00

Depending on the size and complexity of the estate (and almost certainly when there is a property to be dealt with), once we have dealt with the majority of the work, we will arrange for our files to be sent to a forensic accountant. The forensic accountant will prepare draft Estate Accounts in the estate and provide an assessment of our charges. As such, whilst we try to ensure that the costs incurred in administering the estate are kept to a minimum, we will not be able to give you an accurate account until the same has been prepared.

There are also a number of disbursements which will need to be paid during the course of the administration; whilst it is not possible to provide you with an exhaustive list of these disbursements, we have detailed below the most common.

Probate Court Application Fee	£155
Sealed Copies of the Grant of Probate	50p each

Land Registry Fee for Office Copy Entries	£3 per Title/Plan
Bankruptcy Searches (before money is sent to a beneficiary)	£2 per person per payment

In a probate matter the scope of our retainer will include: -

- * *Estimating the value of the estate after all the bills are paid and identifying any problems there may be before the beneficiaries can be given their entitlements.*
- * *Estimating the length of time it will take to deal with everything; we shall tell you how long we expect this to be and, as far as possible, what the cost will be.*
- * *Dealing with any inheritance tax (IHT) due - this has to be paid before we can get the Grant of Representation from the Probate Registry.*
- * *Sending copies of the Grant to Banks, Building Societies and others holding money and property. Some items may need to be sold and, of course, I will discuss this with you. (Larger and more valuable items may have to be professionally valued. Fees for this and other work for the estate will be paid from money in the estate).*
- * *Collecting and paying estate money into our client account (where it will be subject to the protection of the SRA Accounts Rules regarding Solicitors' firms' handling of clients' money). This also helps us to start to prepare the accounts, which will show the assets of the estate and the payments of bills and legacies. I should be able to let you know how matters stand at any particular time, should you wish it.*
- * *Once the bills have been paid, it will be possible to start paying smaller legacies from the Will. The final stages of my work involve obtaining confirmation from HM Revenue and Customs that no more tax is due, finalising the accounts, handing over the remaining entitlements to the beneficiaries and getting their receipts and setting up the necessary Trusts under the Will/intestacy.*

We will not do the following:

- * *provide any advice in relation to foreign assets, however we are able to co-ordinate advice with professional advisers in other jurisdictions in relation to assets held abroad but only to the extent specifically agreed in writing between us (which may incur an additional cost);*
- * *provide advice in relation to dealing with actual claims made against the estate, or contentious matters in dealing with the administration of the estate – these would be a separate matter, however we are able to co-ordinate with other professional advisers on how this impacts the administration of the estate but only to the extent specifically agreed in writing between us (which may incur an additional cost).*

Please also note that the following factors are likely to increase the cost of your matter:

- * *not having all of the paperwork available, or having missing or incorrect information that needs investigation and correction*
- * *third parties not responding to our communications promptly*
- * *dealing with unusual or complex assets or items (for example: fine art; timeshares; shares in private companies etc)*
- * *dealing with foreign assets*
- * *locating missing beneficiaries*

This list is not exhaustive but provides some examples.

As soon as any complications arise, we will discuss these with you and will advise you as soon as possible if our fees are exceeding the original guesstimate.