

I am Matthew Stubbs, a Partner at KPM Legal. I shall have the day-to-day conduct of your matter. My colleague, Faith Rossouw, a qualified Paralegal, may also assist me from time to time. I am the Conveyancing Partner and am ultimately responsible for the matter and supervise this department.

I can usually be contacted by telephone on 020 7404 1995 between 9.30 am and 5.30 pm on weekdays. Faith Rossouw will be able to help you with any queries if I am not available when you call. You can also contact me via the following email addresses: matthew.stubbs@kpmlegal.co.uk or chancery@kpmlegal.co.uk.

Our range of fees for the **purchase** of a **Freehold** property in the price brackets of £250,000 to £999,999 are as follows:-

*All Legal and administrative work, (including acting on behalf of a lender) Plus VAT @ 20%	£1,050.00 - £1,950.00
Arranging the transfer of monies to the Seller's Solicitors bank (this fee includes an element of Charge made by our Bank to us in the amount of £16.00) Plus VAT @ 20%	£35.00 £7.00
Completing the SDLT Land Transaction Form Plus VAT @ 20%	£50.00 £10.00

***Please note: If the property is Leasehold there will be a surcharge of £250 plus VAT @ 20% on our Legal and administrative fee.**

***Please Note:** The above fees are based on the **assumption** that the title is registered, is not defective, does not include additional land that all planning and building regulation documents are available and if a leasehold property, obtaining the landlord/management information is not delayed and there has been no breach of the lease nor unpaid service charges and/or ground rent, nor alterations without landlord's consent.

Costs payable to other organisations

Stamp Duty Land Tax to HMRC – calculated according to the purchase price of the property AND whether you have never owned property anywhere in the world before (i.e. a first time buyer), or whether on completion this will be the only property you own, or whether on completion you will own more than one property (i.e. buy-to-let or holiday home) <https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax>

Land Registration fee to H M Land Registry	£20.00 - £455.00
Local Authority search fee to the local council (inc VAT) (estimated)	£100.00 - £340.00
Environmental search fee and Water/drainage search fee (inc VAT)	£111.00
Land Registry search fee to HMLR	£3.00
Bankruptcy search fee per name to HMLR per name	£2.00
Lenders mortgage offer administration fee (inc VAT)	£12.00
Landlord's notice fee per notice (for leasehold Properties) (inc VAT) (estimated)	£50.00

The fees listed above could increase if, for example, if it is deemed necessary to undertake further searches, e.g. mining search.

The legal and administrative work consists of:-

- Obtaining information about the property from your seller's solicitors
- Checking the sellers have a good title and applying for searches
- Agreeing the terms of the contract, raising additional enquiries and then reporting to you
- Exchanging contracts when everyone is ready and the same moving/completion date has been agreed with your sellers. At this stage, you will be legally committed to the purchase
- Making the pre-completion searches
- Obtaining the mortgage advance from your lender (if any) and any balance of funds we will need from you
- Arranging to send the funds to purchase your new property to the seller's solicitors on completion
- Paying Stamp Duty Land Tax on the property (if applicable) and registering your ownership at H M Land Registry and then forwarding the title deeds to your lender (if any) for safekeeping, or retaining them on your behalf, or sending them to you.

Time Scale

It is anticipated that it will take approximately 6-8 weeks until we are in a position to be able to exchange contracts and a further 2 weeks from exchange of contracts to actual completion of your purchase (this time varies according to the requirements of your mortgage lender (if any)). Obviously, this time-frame may vary and is influenced by factors such as whether you and your seller are in a chain or what issues arise from legal paperwork, searches or surveys, in which case this time-frame may increase somewhat; if there is no chain, then the time-frame may well be shorter.

Our range of fees for the **sale** of a **Freehold** property in the price brackets of £250,000 to £999,999 are as follows:-

*All Legal and administrative work, (including acting on behalf of a lender) Plus VAT @ 20%	£1050.00 - £1750.00
Arranging the transfer of monies to your lender to pay off any existing mortgage (this fee includes an element of charge made by our Bank to us in - the amount of £16.00) Plus VAT @ 20%	£35.00 £7.00
Arranging the transfer of net sale proceeds to your bank account on completion (this fee includes an element of charge made by our Bank to us in the amount of £16.00) Plus VAT @ 20%	£35.00 £7.00

***Please Note:** If the property is Leasehold there will be a surcharge of £250 plus VAT @ 20% on our Legal and administrative fee.

***Please Note:** The above fees are based on the **assumption** that the title is registered, is not defective, does not include additional land, that all planning and building regulation documents are available and if a leasehold property, obtaining the landlord/management information is not delayed and there has been no breach of the lease nor unpaid service charges and/or ground rent, nor alterations without landlord's consent.

Should any of the above assumptions not apply to your particular case, the legal and administrative fees, as well as costs payable to other organisations may increase. But please feel free to telephone or email Matthew Stubbs (matthew.stubbs@kpmlegal.co.uk), who can provide you with more information relevant to your specific circumstances and a tailor-made quotation

Costs payable to other organisations on your behalf:-

Land Registry Official Copies per copy £6.00

If selling a leasehold property, there will most probably be Landlord/managing agent's fee for providing replies to leasehold enquiries, required by your Buyer's solicitor. Typically the fees range between £250 - £450.

The legal and administrative work consists of

- Obtaining the property deeds and preparing supporting information and documentation to send to the buyer's solicitor and replying to enquiries they raise as a result of searches and surveys.
- Negotiating the terms of the contract.
- Obtaining information from your lender in respect of your current mortgage on the property.
- Exchanging contracts when your buyer is ready and a completion date has been agreed.
- Arranging to send the necessary funds to your lender to redeem your mortgage on completion day; arranging to transfer the net sale proceeds to your bank account and settling the estate agents fees on your behalf.

Time Scale

It is anticipated that it will take approximately 6-8 weeks until we are in a position to be able to exchange contracts, and a further 2 weeks from exchange of contracts to actual completion of your sale (to allow the buyer's solicitors to report to their client's lender and request the mortgage money to be transferred). Obviously, this time-frame may vary and is influenced by factors such as whether you and your buyer are in a chain or what issues arise from legal paperwork, searches or surveys by the buyer, in which case this time-frame may increase somewhat; if there is no chain, then the time-frame may well be shorter.

Our fees for the **mortgage or re-mortgage** of a **Freehold** property (up to £500,000 in value of mortgage) are as follows:-

All Legal and administrative work, (including acting on behalf of lender)	£595.00
VAT thereon @ 20%	£119.00
Arranging the transfer of monies to your lender to pay off any existing mortgage (this fee includes an element of charge made by our Bank to us in - the amount of £5.00)	£35.00
Plus VAT @ 20%	£7.00
Arranging the transfer of net mortgage proceeds to your bank account on completion (this fee includes an element of charge made by our Bank to us in the amount of £5.00)	£35.00
Plus VAT @ 20%	£7.00

Costs payable to other organisations on your behalf:-

Land Registration fee depending on value of mortgage loan	£20.00 - £125.00
Local Authority search fee (estimated)	£100.00 - £340.00
Environmental search fee and Water/drainage search fee (inc VAT)	£111.00
Land Registry search fee	£3.00
Bankruptcy search fee per name	£2.00

If mortgaging/re-mortgaging a leasehold property, there will most probably be a Landlord/managing agent's fee for providing certain leasehold information required by your new lender, e.g. current buildings insurance schedule, up to date service fee and ground rent receipted demands and their fees for serving notice in respect of the new lender's details.

The legal and administrative work consists of

- Obtaining up to date title information from Land Registry
- Obtaining mortgage information from your existing lender
- Applying for searches as required by your new lender
- Reporting to you on the various aspects of your new mortgage offer
- Making the pre-completion searches on behalf of your new lender
- Reporting on title to your new lender and obtaining the mortgage advance from them
- Arranging to send the funds to redeem your current mortgage on completion of your new mortgage
- Arranging to transfer any remaining funds (equity) to your bank account on completion of your new mortgage
- Registering the new mortgage at H M Land Registry on behalf of your new lender and forwarding the title deeds to your lender for safekeeping, or retaining them on the lender's behalf, or sending them to you (if instructed to do so by the new lender).

Time Scale

It is anticipated that it will take approximately 4 - 6 weeks until we are in a position to be able to complete your re-mortgage. Obviously, this time-frame may vary and is influenced by the requirements set out in the mortgage instructions we will receive from your new lender