

## ADDITIONAL LEGAL SERVICES FEES

**NB.** Please note this is notification of potential additional charges in addition to your estimate of costs.

In order to ensure that we are providing you with a quality service, we may have to charge you an additional fee, where extra work is required in relation to the following:

If any of the below apply, we will charge the additional fees, of which this is notification. In addition, there may be exceptional circumstances which require additional work. In these cases, we will notify you of any specific further fees before carrying out the work.

Additional Service	Cost (Excluding VAT)
<b>Additional Document Fee</b> If the title to the property you are buying refers to other documents which we have to review, we will charge a fee for the time taken to review this document. The fee will be charged per document reviewed.	£29.00
<b>Additional Title Fee</b> If you are buying or selling a property where the property is split over two titles, we will charge for checking and transferring both titles. Please note there may also be an additional charge made by the Land Registry.	£74.00
<b>Alteration of Official Copies Fee</b> If it becomes necessary for us to alter the Official Copies, for example to update your name, we will charge this fee.	£49.00
<b>Amended Mortgage Offer Fee</b> If a revised mortgage offer is received, we will have to review the document for any changes made by the lender. We will charge a fee for each revised mortgage offer received.	£39.00
<b>Appointment of Additional Trustee Fee</b> If it becomes necessary to appoint an additional trustee, we will charge for preparing the necessary documentation.	£149.00
<b>Auction Pack - Sale</b> If you wish to sell your property at auction, this is the fee that we will charge you to create the auction pack for that property, prior to the auction taking place. This fee excludes any disbursements required to create the pack and we require this fee from you before we carry out the work. If you are successful at auction and should you instruct us to carry out the sale transaction, this fee will be deducted from the sale legal fee. If you are not successful, we will keep this fee.	£249.00
<b>Auction Fee - Purchase</b> If you are buying a property at auction, this is the fee that we will charge you to review the contract pack for that property, prior to the auction taking place. We will require this fee from you before we carry out the work. If you are successful at auction and should you instruct us to carry out the purchase transaction, this fee will be deducted from the purchase legal fees. If you are not successful, we will keep this fee.	£299.00
<b>Buy to Let Fee – Compliance with Lender Requirements</b> If you are buying or selling a property that has a current tenant, or one you wish to rent out, this may require us to do additional work. For example, your mortgage lender may have additional conditions that we must satisfy.	£169.00
<b>Companies House Due Diligence Fee</b> If there is a UK Limited Company involved in the sale or purchase, it will be necessary to obtain documents from Companies House. We will charge for checking that documentation.	£59.00
<b>Contaminated Land Fee</b> If there is a contaminated land entry revealed on the Environmental or Local Search and you require us to investigate this matter and try to have the entry removed, we will charge you this fee for the extra work involved.	£199.00
<b>Contract Race Fee</b> A contract race is where the same contract is issued to multiple buyers for the same property at the same time. If you are selling a property and ask us to start a contract race for you, or if you are buying a property where you are in a contract race, we will charge this fee, which is non-refundable.	£349.00

<b>Dealing with a Third Party on Your Behalf (Parent, Child, Attorney)</b> A fee is payable to us in relation to the additional work we have to carry out in liaising with third parties on your behalf.	£229.00
<b>Dealing with Late or Failed Completion</b> If a sale or purchase is delayed, due to the default of you or a third party, a fee is charged for the additional work we have to carry out to rectify the situation.	£199.00
<b>Declaration of Solvency Fee</b> If it is necessary to draft a Declaration of Solvency, confirming that a person is not insolvent, we will charge for preparing the same. This is charged per Declaration.	£79.00
<b>Declaration of Trust Fee</b> If you are buying/re-mortgaging a property with another person and you wish to set out in detail how you own the property together, we will charge for preparing a Declaration of Trust (also known as a Deed of Trust).	£299.00
<b>Deed of Covenant Fee</b> If you are buying/re-mortgaging a leasehold property, or a freehold property with obligations to abide by a covenant (i.e., a promise made in a deed), we will charge for preparing the deed and registering the signed deed with the correct party on completion. This fee is charged for each Deed of Covenant.	£149.00
<b>Deed of Grant, Drafting of Approval Fee</b> If you are buying a property and it becomes necessary for you to enter into a new Deed of Grant of legal rights or way, or a deed to vary an existing deed, we will charge for approving the deed or variation prepared by the other party's lawyer. This fee is charged for each deed approved.	£299.00
<b>Deed of Guarantee Fee</b> If your lender requires a Deed of Guarantee from a third party to support your mortgage, we will charge this fee for the extra work involved.	£299.00
<b>Deed of Postponement Fee</b> If you are buying/re-mortgaging a property with the assistance of more than one mortgage or finance product and the lenders require a deed setting out which legal charge comes first, we will charge for preparing or approving the deed of postponement. This fee is charged for each deed.	£239.00
<b>Deed of Substituted Security Fee</b> If you are varying the terms of your lease, a new title may be opened by the Land Registry. If you have a mortgage on the property, it will need to be transferred into the new title.	£99.00
<b>Deed of Variation Fee</b> If we have to rectify the title you are selling.	£299 to £599
<b>Documents from Third Parties Fee</b> If we obtain documentation from third parties on your behalf, such as replacement certificates or guarantees, we will charge this fee for liaising with the third party.	£39.00
<b>Fast Track Fee</b> If you require us to complete your transaction in a reduced timescale, we reserve the right to charge this fee to cover the extra work required in expediting the matter.	£249.00
<b>Freehold Property with a Management Company/Rent Charge Fee</b> If you are buying, selling or re-mortgaging a freehold property which has a legal obligation to make contributions to a Management Company or a rent charge, we will charge for the extra work involved in making enquiries of the Management Company. Such enquiries may include obtaining receipts to check that all payments are up-to-date, what the future payments may be, obtaining accounts for previous years to check for short falls. This fee is charged for each Management Company or rent charge in place.	£199.00
<b>Freehold Reversion Fee</b> If you are buying a property where the seller is selling their freehold and leasehold title of that property, we will charge for checking and transferring both titles. Please note there may also be an additional charge made by the Land Registry.	£259.00
<b>Funds Transfer Fee (3 Working Days within UK)</b> If we make a 3 working days funds transfer within the UK (also known as a BACS payment), we will charge for arranging each payment made.	£20.00
<b>Gifted Deposit Fee</b> If you are buying/re-mortgaging a property with the assistance of a gift of money from a friend or family member, we will need to obtain various additional documents from the person giving the gift (also known as the Gifto) and satisfy any additional conditions that any lender may have. This fee is charged for each Gifto.	£149.00
	If Outside UK £199.00
<b>Ground Rent/Service Charge Arrears Fee</b>	£39.00

If you pay a ground rent or service charge and the account is in arrears and you require us to bring the account up to date on completion, we will charge this fee for the extra work involved in settling the account and obtaining the confirmation from the other lawyer.	
<b>Help to Buy Equity Loan Fee</b> If you are buying or selling a property with the assistance of a Help to Buy Equity Loan, we will charge for the extra work involved in liaising with the Help to Buy agent, resolving any conditions relating to each mortgage and registering their legal charge against the property, or in the case of a sale, obtaining a redemption valuation and redeeming the same on completion.	£249.00
<b>HTB Forces Loan</b> If you are buying a property with the assistance of a Help to Buy Forces Loan, we will charge for the extra work involved in liaising with the Help to Buy agent, resolving any conditions relating to each mortgage.	£149.00
<b>Help to Buy ISA Fee</b> If you are buying a property with the assistance of a Help to Buy Individual Savings Account, we will charge for the extra work involved in liaising with the Help to Buy agent and obtaining the bonus payment. This fee is set at a maximum of £50 plus VAT per ISA.	£50.00
<b>Homes in Multiple Occupation Fee</b> If you are buying, selling or re-mortgaging a property which has or will have a House in Multiple Occupation Licence, this may require us to do additional work. For example, your mortgage lender may have additional requirements that we must satisfy.	£249.00
<b>ID Verification Fee</b> To comply with Money Laundering legislation, we must carry out due diligence to verify your identity and any giftors. This fee is charged per person.	£20.00
<b>ID Verification for Non-UK Residents</b> If you are not resident in the UK, we will have additional due diligence to carry out to verify your identity and any giftors.	£50.00
<b>Indemnity Policy Arrangement Fee</b> If there is a legal issue with the property that you are buying or selling and it is necessary for a policy or indemnity insurance to be put into place, this is the fee that we will charge for obtaining the correct policy. Indemnity Insurance policies provide financial protection against specific legal issues. This fee is charged for each policy arranged or approved.	£52.00
<b>Insufficient Postage Fee</b> If we receive post from you that does not have sufficient postage, we will charge an additional fee for dealing with this and the additional charges incurred.	£10.00
<b>Key Undertaking Fee</b> If you are selling a property and you agree to give your buyer access before completion, or you are buying a property and have negotiated such access, it will become necessary for the buyer to enter into a key undertaking. We will charge for the preparation or approval of the key undertaking.	£149.00
<b>Lease Extension Approval Fee</b> If you are buying or selling a leasehold property and the term of the lease is being extended at the same time as the completion of the sale or purchase, it will be necessary for a Deed of Variation or Deed of Surrender and Re-Grant to be entered into. We will charge for approving the deed prepared by the other party's lawyer. This fee is charged for each deed approved.	£599.00
<b>Lease Extension Preparation Fee</b> If you are buying or selling a leasehold property and the term of the lease is being extended simultaneously with the completion of the sale or purchase, it will be necessary for a Deed of Variation or Deed of Surrender and Re-Grant to be entered into. We will charge for preparing the deed. This fee is charged for each deed prepared.	£799.00
<b>Lease Extension – S42 Formal Procedure</b> If buying or selling and a formal S42 Notice has to be served to trigger the S42 Statutory Lease Extension process, the fee will be charged for preparation of the Notice, Service of the same, assignment under contract and registration of a UN1. This does not include negotiation, completion of the lease extension or registration.	£1599.00
<b>Leasehold Fee</b> If you are buying, selling or re-mortgaging a leasehold property, we will charge for the extra work involved in checking the lease and the leasehold information from the landlord and dealing with any Management Company.	£175.00
<b>Legal Aid Charge Transfer Fee</b>	£199.00

If you are selling a property which has a legal charge registered against it in favour of the Legal Aid Board, and that charge is to be transferred to a property you are buying, we will charge for arranging the transfer. This fee is charged for each Legal Aid Charge registered.	
<b>Letter of Postponement (Ministry of Defence/Local Authority)</b> If you are buying/re-mortgaging a property with the assistance of a mortgage or finance product without redeeming your Ministry of Defence or Local Authority loan, we will charge for preparing or approving the Letter of Postponement and liaising with the Ministry of Defence or Local Authority. This fee is charged for each Deed.	£85.00
<b>Licence to Assign Fee</b> If it is necessary to obtain the Landlord's permission to transfer a leasehold property, we will charge for the preparation or approval of the Licence to Assign.	£249.00
<b>Licence to Occupy Fee</b> If occupation of the property is required before completion has taken place, we will charge a fee for drafting or approving the Licence to Occupy.	£299.00
<b>Merger of Titles Fee</b> If you are buying, selling or re-mortgaging a leasehold property where the seller is also selling the freehold title of that same property, we will register you as the owner of both titles. If you decide you wish to merge the two titles, we will charge for the extra work in dealing with the merger with the Land Registry.	£99.00
<b>Name Declaration Fee</b> If it becomes necessary for you to provide a Declaration to evidence a name discrepancy to the Land Registry, we will charge for preparing the document.	£50.00
<b>New Build Fee</b> If you are buying a newly built property, or a property that is currently under construction, we will charge for checking that it has been constructed in accordance with current planning law and building regulations. We will also ensure that the property will have the benefit of a new build warranty (such as the NHBC 10 year guarantee) and place that warranty on risk.	£249.00
<b>Occupier Consent and Waiver Fee</b> If you are buying/re-mortgaging a property with the assistance of a mortgage and there will be a person living at the property with you who is over the age of 17 and not on the mortgage, your lender may require each person to sign a form waiving any legal rights they have to the property. We will charge for dealing with the occupier waiver form (also known as a Deed of Consent). This fee is charged for each occupier.	£89.00
<b>Power of Attorney or Court Order Fee</b> If you are buying or selling a property under a Power of Attorney (either a general, lasting or enduring power) or a Court Order made by the Court of Protection, we will charge for checking that the Power or Court Order is correct and that the seller has the legal power to sell. This fee is charged for each Power or Court Order in force.	£249.00
<b>Private Mortgage Fee</b> A private mortgage is a legal charge with an individual. If we are required to redeem or register a private mortgage, it will be necessary for us to prepare and obtain additional documentation. This fee is charged for each private mortgage.	£399.00
<b>Probate Fee/Attorney Fee</b> If the seller is selling under a Grant of Probate or Power of Attorney, we will charge this fee for dealing with the additional paperwork this requires.	£129.00
<b>Reconstitution of Legal Title Fee</b> If you are selling/re-mortgaging a property and are not able to provide the evidence of your ownership, we will charge for the work involved in obtaining evidence of the legal title and preparing the necessary Land Registry forms. Please note there will also be an additional charge made by the Land Registry.	£750.00
<b>Registering a Restriction Fee</b> If you are selling/re-mortgaging a property and we are required to register a restriction, we will charge for preparing and registering the restriction. This is charged for each entry. This fee will not be charged on any standard restrictions associated with a leasehold title, new build or mortgage. This fee does not apply to Absent Owner Restrictions. Please note there may also be an additional charge made by the Land Registry.	£75.00
<b>Restrictions, Cautions or Notices Fee</b> If you are buying, selling or re-mortgaging a property which has a restriction, charge or notice registered, we will charge for preparing, amending, complying or removing any. This is charged for each entry. This fee will not be charged on any standard restrictions associated with a mortgage. Please note there may also be an additional charge made by the Land Registry.	£195.00

<p><b>Retention Fee</b> If it becomes necessary for a sum of money to be held after completion for a particular purpose, such as to cover any adjustments to service charges (also known as a retention), we will charge for arranging and dealing with the release of the funds at the appropriate time.</p>	£99.00
<p><b>Right to Buy Fee</b> If you are purchasing a property from the Local Authority under the Right to Buy scheme, we will charge for the extra work involved in dealing with the administration.</p>	£95.00
<p><b>Second or Subsequent Mortgage Fee - Sale</b> If you are selling/re-mortgaging a property which has more than one legal charge registered, we will charge for arranging for the removal of the second or subsequent legal charge. This includes Legal Aid Board Charges. This fee is charged for each legal charge registered in addition to the main legal charge. Please note that this does not apply to a private mortgage.</p>	£75.00
<p><b>Second or Subsequent Mortgage Transfer Fee - Purchase</b> If you are buying/re-mortgaging a property with the assistance of more than one mortgage or finance product, where the lender requires a legal charge over the property (including porting over an existing mortgage), we will charge for the extra work involved in liaising with the second or subsequent lender, resolving any conditions relating to each mortgage and registering their legal charge. This fee is charged for each lender that we liaise with. Please note that this does not apply to a private mortgage.</p>	£150.00
<p><b>Septic Tank Investigation Fee</b> If the property has a septic tank, we will charge this fee for dealing with the extra enquiries this generates.</p>	£49.00
<p><b>Share Certificate Fee</b> If you are selling/re-mortgaging a property and own a share in that landlord or Management Company and we are required to obtain a replacement share certificate, we will charge for this. Please note the company may also charge a fee.</p>	£49.00
<p><b>Share of Freehold Fee</b> If you are buying/re-mortgaging a leasehold property where the seller is also selling their share in the freehold title of the building, we will charge for checking the freehold title and dealing with the transfer of the share into your name at the same time as your purchase of the property. The seller's share in the freehold property may be in their own personal name or they may hold a share in a separate limited company which owns the freehold. Please note there will also be an additional charge made by the Land Registry.</p>	£250.00
<p><b>Shared Ownership / Equity Fee</b> If you are buying or selling a shared ownership or shared equity property, the lease and the legal title may contain extra restrictions and the landlord may have additional conditions that we will need to satisfy and there may also be a second charge to remove. We will charge for this extra work.</p>	£295.00
<p><b>Simultaneous Exchange and Completion Fee</b> If we are required to exchange contracts and complete the sale or purchase on the same day, we will charge a fee for the extra work that this generates.</p>	£75.00
<p><b>Solar Panels Fee</b> Many properties have solar panels attached to the roof. If you are selling a property with a defective solar panel lease, we will need to rectify it. If you are buying/re-mortgaging a property which has solar panels and a mortgage we will have to check that the solar panel lease meets your mortgage lender's requirements.</p>	£149.00
<p><b>Special Condition in a Mortgage Offer Fee</b> If there is a particularly onerous mortgage condition in the mortgage offer that needs to be satisfied before completion, we will charge a fee for the extra work and documentation required in satisfying the lenders requirements, this is chargeable for each condition we have to satisfy.</p>	£45.00
<p><b>Special Delivery Post</b> If you require us to send items of post to you via Royal Mail Special Delivery Post, we will charge a fee for this to cover the extra cost charged to us.</p>	£7.50
<p><b>Staircasing Fee</b> If you are buying, selling or re-mortgaging a property and it becomes necessary to increase your stake in the property (also known as staircasing) we will charge for the preparation or approval of the necessary documents and the registration of the increase at the Land Registry. Please note there will also be an additional charge made by the Land Registry.</p>	£195.00
<p><b>Stamp Duty Land Tax (SDLT) Staircasing Fee</b></p>	£50.00

If you own a shared ownership property and wish to increase your shareholding (also known as staircasing) as part of your sale, then we will charge for completing and submitting an SDLT1 Form to the HMRC.	
<b>Statutory Declaration Fee</b> If there is an issue with the property which you are buying, selling or re-mortgaging and it is necessary for a Statutory Declaration or a Statement of Truth to be prepared, we will charge for preparing or approving the same. This fee is charged for each Declaration/Statement.	£149.00
<b>Third Party Lender Lawyer Fee</b> If you are buying/re-mortgaging a property with the assistance of a mortgage and your mortgage lender uses their own lawyer, we will charge for the extra work involved in liaising with them, resolving any issues relating to the mortgage and keeping them updated concerning the transaction. This fee is charged for each lawyer that we liaise with.	£299.00
<b>Third Party/Management Company or Landlord Fee</b> If we have to liaise with a third party in connection with the transaction to obtain information relevant to the sale or purchase, we will charge for liaising with the third party.	£150.00
<b>Third Party Matrimonial Lawyers Fee</b> If you are going through a divorce, separation or other matrimonial proceedings and we have to liaise with a family lawyer acting for a co-owner, we will charge for the extra work involved in liaising with them, resolving any issues relating to the property and keeping them updated concerning the transaction. This fee is charged for each lawyer that we liaise with.	£249.00
<b>Third Party Other Lawyers Fee</b> If we have to liaise with a lawyer acting for a co-owner or other person with a legal interest in the property, we will charge for the extra work involved in liaising with them, resolving any issues relating to the property and keeping them updated concerning the transaction. This fee is charged for each lawyer that we liaise with.	£199.00
<b>Third Party Transfer Registration Fee</b> If we are required to register a transfer on behalf of the seller, e.g. if the seller has recently purchased the property and their ownership has not been registered, we will charge a fee for doing this. This fee is per transfer.	£99.00
<b>Transfer of Equity/Deed of Gift Fee</b> If there is to be a change of ownership in an existing property under a transfer of equity or deed of gift, we will charge this fee for the additional work required in drafting the documents.	£249.00
<b>Transfer of Part Fee</b> If you are selling or buying only part of a title to a property, e.g. a piece of a garden, land or a garage without the house, we will charge for preparing or approving a Transfer of Part. This is charged for each Transfer of Part prepared.	£295.00
<b>Unregistered Title</b> If you are buying or selling a property which is not registered with the Land Registry, we will charge for drafting/checking the Epitome of Title and dealing with the first registration (including an additional Leasehold Title). This fee is charged for each Epitome of Title.	£219.00
<b>Unrepresented Party Fee</b> If you are buying or selling a property and the other party is not represented by a lawyer, we will advise you of the implications of this and have to do additional work.	£599.00
<b>Upgrading Title to Absolute Fee</b> If you are buying, selling or re-mortgaging a property that does not have Absolute Title, but where the seller can provide the minimum number of years required to upgrade the title to Absolute, we will charge for the extra work in registering the upgrade.	£199.00
<b>Voluntary First Registration Fee</b> If it becomes necessary to register the property with the Land Registry prior to completion, we will charge for checking the title deeds produced to us and preparing the necessary Land Registry forms. This is charged for each title registered. Please note there will also be an additional charge made by the Land Registry.	£199.00
<b>THIS IS NOT AN EXCLUSIVE LIST BUT AN EXAMPLE OF ADDITIONAL SERVICES AND FEES. ALL THE ABOVE ARE SUBJECT TO VAT. E&amp;OE.</b>	