



Premier Solicitors

CONVEYANCING SERVICES

SALE OF PROPERTY

We can help you sell your property.

What is involved?

All the work required to complete the sale of your home, including dealing with redemption of any existing Mortgage on the property, and the repayment of your estate agent fees as applicable.

Timescale

The average process takes between 6-8 weeks to reach completion. It can be quicker or slower, depending on the parties in the chain. For example, if you are selling a leasehold property, or a freehold property which has a management company attached, it could take 10-12 weeks to complete, on the basis of a third party needing to be contacted to reply to enquiries and supply a management pack. However, if you are selling a leasehold property that requires an extension of the lease, this can also take significantly longer, between 2-3 months, and your fee would increase to reflect the sale and extension taking place simultaneously. In such, a situational additional charge may apply.

How much does this service cost?

The price will depend upon the level of experience of the relevant fee earner, the price the property is being sold for, the capacity of the fee earner and the complexity of the transaction but our fees typically start from:

| | |
|-------------------|-------|
| Legal fees | £450* |
| VAT on legal fees | £90 |
| Total | £540 |

*Please note that there are variations to these matters. Further fees can be charged where you are instead selling a Leasehold property, a Shared Ownership property, or redeeming multiple mortgages, for example where you have a Mortgage and also Help to Buy Mortgage on the property.

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. On a residential freehold sale, the standard disbursements would be as indicated below. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

| | |
|---------------------|------------------------|
| Disbursements | |
| Land charges search | £2 per person |
| Electronic ID check | £2.40 per person |
| Bank transfer fee | £35 + Vat per transfer |

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the transaction, we can then provide you with a full quote; please call us today 0845 873 13 13

PURCHASE OF PROPERTY

We can help you purchase a property.

What is involved?

All of 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.

Timescale

The average process takes between 6-8 weeks to reach completion. 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 10-12 weeks to complete, on the basis of the property being built. However, if you are buying a leasehold property that requires an extension of the lease, this can also take significantly longer, between 2-3 months. In such, a situational additional charge may apply.

How much does this service cost?

The price will depend upon the level of experience of the relevant fee earner, the price the property is being purchased for, the capacity of the fee earner and the complexity of the transaction but our fees typically start from:

| | |
|------------|-------|
| Legal fees | £550* |
|------------|-------|

| | |
|-------------------|------|
| SDLT return | £75 |
| VAT on legal fees | £125 |
| Total | £750 |

*Please note that there are variations to these matters. Further fees can be charged where you are instead purchasing a Leasehold property, a Right to Buy Property, New Build Property, or with the aid of a Mortgage, Help to Buy Mortgage or Help to Buy ISA.

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. This normally is part of the monies we ask for on deposit so that we can begin required searches. On a residential freehold purchase, the standard disbursements would be as indicated below. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

Land Tax / Stamp Duty depend 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. This will also vary depending on whether you are a First Time Buyer, or purchasing a second property and not replacing your first, in which case different fees will apply.

| | |
|---------------------|-------------------------|
| Disbursements | |
| Land charges search | £2 per person |
| Electronic ID check | £2.40 per person |
| Bank transfer fee | £35 + Vat per transfer |
| Land Tax | Based on property value |
| Stamp duty | Based on property value |

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the transaction, we can then provide you with a full quote; please call us today 0845 873 13 13

RE-MORTGAGE

We can help you re-mortgage your property.

What is involved?

All of the work required to complete the re-mortgage of your property, including dealing with registration at the Land Registry and dealing with redemption of any existing Mortgage on the property.

Timescale

The average process takes between 3-6 weeks to reach completion. It can be quicker or slower, depending on the parties in the chain. For example, if this would be a first mortgage, with no charge to redeem, the matter will progress as soon as the mortgage offer is received and the Lenders conditions complied with. If there is a Help to Buy mortgage to redeem, the matter will rely upon the response times of Help to Buy, who will require you to liaise directly with them to issue a redemption statement.

How much does this service cost?

The price will depend upon the level of experience of the relevant fee earner, the value of the property, the capacity of the fee earner and the complexity of the transaction but our fees typically start from:

| | |
|-------------------|-------|
| Legal fees | £450* |
| VAT on legal fees | £90 |
| Total | £540 |

*Please note that there are variations to these matters. Further fees can be charged where you are instead re-mortgaging a Leasehold property, or redeeming multiple mortgages, for example where you have a Mortgage and also Help to Buy Mortgage on the property.

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. This normally is part of the monies we ask for on deposit so that we can begin required searches. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

On the basis that you own the property, the lender will often allow for you to progress the matter without obtaining new Local Authority and Drainage Searches for the property. In this case, a No Search Insurance can be obtained to protect the Lender, which they will require to be obtained at your expense. There will be instances, however, where an up-to-date record of the property will be insisted upon by the Lender, and we can advise when these situation arises.

| | |
|---------------------|-------------------------|
| Disbursements | |
| Land charges search | £2 per person |
| Electronic ID check | £2.40 per person |
| Bank transfer fee | £35 + Vat per transfer |
| Land Tax | Based on property value |

| | |
|------------------|-------------------------|
| Search insurance | Based on property value |
|------------------|-------------------------|

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the transaction, we can then provide you with a full quote; please call us today 0845 873 13 13

TRANSFER OF EQUITY

We can help you transfer your property to another.

What is involved?

All of the work required to complete the transfer of equity in your home, including liaising with any Mortgage lender as to their requirements, 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, as applicable.

Timescale

The average process takes between 3-6 weeks to reach completion. It can be quicker or slower, depending on the title itself and the responsiveness of all parties. For example, if the property you are transferring is Leasehold, the Landlords consent and transfer procedures, including their notice requirements, would need to be resolved. However, if you are due to place a mortgage on the property as well, a further report will need to be done to them about the pending transfer of title, be it adding a party on, or removing a party from the title.

How much does this service cost?

The price will depend upon the level of experience of the relevant fee earner, the value of the property, the capacity of the fee earner and the complexity of the transaction. Similarly, we would need to take into account whether parties are being added to the title, removed from the title, or a combination of the two circumstances but our fees typically start from:

| | |
|-------------------|-------|
| Legal fees | £300* |
| VAT on legal fees | £60 |
| Total | £360 |

*Please note that there are variations to these matters. Further fees can be charged where you are instead transferring a Leasehold property, a Shared Ownership property, or we need to liaise on multiple Mortgages, for example where you have a Mortgage and also Help to Buy Mortgage on the property.

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. This normally is part of the monies we ask for on deposit so that we can progress the matter. On a residential freehold transfer of equity, the

standard disbursements would be as indicated below. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

Stamp duty depends on the value of the shares being transferred in the matter. 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. This will also vary depending on whether you are removing a party from the title on the basis of a Court Order, or this is your second property, in which case different fees will apply.

| | |
|---------------------|-------------------------|
| Disbursements | |
| Office copies | £6 |
| Land charges search | £2 per person |
| Electronic ID check | £2.40 per person |
| Bank transfer fee | £35 + Vat per transfer |
| Land Tax | Based on property value |
| Stamp Duty | Based on property value |

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the transaction, we can then provide you with a full quote; please call us today 0845 873 13 13



Premier Solicitors

IMMIGRATION SERVICES

APPLICATIONS

We can help you with your immigration application.

What is involved?

All of the work required to complete the application:

- discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you
- Giving you advice about the requirements of the Immigration Rules and whether you meet the criteria
- if you do not fulfil certain criteria, whether this can be overcome and how, which on average takes 1.5 hours*
- considering the supporting evidence you have provided, which we anticipate will take 2-3 hours*
- where necessary, helping you obtain further evidence (such as medical records and bank statements), including taking statements of any witnesses
- preparing your application and submitting it on your behalf, which we anticipate will take 3 hours
- Attendance at a Home Office interview: if the Home Office ask you to attend an interview, we will give you clear advice (and discuss the possibility of us attending with you) at the appropriate time. This could be between 5-6 hours of work and an additional fee will be payable
- Giving you advice about the outcome of the application and any further steps you need to take

*the amount of hours depends on the number of documents, whether they need to be translated, whether anything is missing and how long it will take to obtain the missing documents.

Timescale

The average time to submit your application to the Home Office is usually between 2-3 weeks providing we have all the information required, however, we cannot guarantee how long the Home Office will take to process your application. We shall aim to keep you

updated as to the progress of your case at all times. In addition, the Home Office website provides guidance on the time scale the home office takes to reach a decision.

How much does this service cost?

The price will depend upon the type of application, the level of experience of the relevant fee earner, the capacity of the fee earner and complexity of the case but our fees typically start from:

Level 1 Application:

Travel Documents
Replacement Residence Permits (BRP, NTL)

| | |
|-------------------|------|
| Legal fees | £800 |
| VAT on legal fees | £160 |
| Total | £960 |

Level 2 Application:

Visit Visa
Naturalisation/Citizenship
EEA/EU Residence and Permanent Residence

| | |
|-------------------|--------|
| Legal fees | £1,000 |
| VAT on legal fees | £200 |
| Total | £1,200 |

Level 3 Application:

Family reunion
Spouse, partner, civil or unmarried partners of non- EU nationals
Ancestry visas
Student Visas
Long residence in the UK

| | |
|-------------------|--------|
| Legal fees | £1,200 |
| VAT on legal fees | £240 |
| Total | £1,440 |

Level 4 Application:

Entry clearance
Spouse, civil partner, fiancé visa

| | |
|-------------------|--------|
| Legal fees | £1,500 |
| VAT on legal fees | No Vat |
| Total | £1,500 |

Level 5 Application:

Adult Dependent Relatives
Points Based System Applications

| | |
|-------------------|--------|
| Legal fees | £2,000 |
| VAT on legal fees | £400 |
| Total | £2,400 |

Disbursements are costs related to your matter that are payable to third parties, such as visa fees or independent expert reports. We handle the payment of the disbursements on your behalf to ensure a smoother process. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

If there is an interview and we do attend with you, there will be additional fees for our work and disbursements in respect of our mileage/travel expenses.

The costs quoted here do not include:

- Any Home Office fees for making the application. You will pay this to the Home Office directly as part of the application process
- Where the Home Office refuse your application, advice and assistance in relation to any appeal
- All fees will incur VAT charges unless an exemption will apply

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the matter, we can then provide you with a full quote; please call us today 0845 873 13 13



Premier Solicitors

PROBATE SERVICES

FULL ESTATE ADMINISTRATION

We can help you deal with the full estate administration.

What is involved?

All of the work required to complete the probate:

- Provide you with a dedicated and experienced probate solicitor to work on your matter
- Identify the legally appointed executors or administrators and beneficiaries
- Accurately identify the type of Probate application you will require
- Obtain the relevant documents required to make the application
- Complete the Probate Application and the relevant HMRC forms
- Draft a legal oath for you to swear
- Make the application to the Probate Court on your behalf
- Obtain the Probate and securely send copies to you
- Collect and distribute all assets in the estate

Timescale

On average, estates that fall within this range are dealt with within 3-6 months. Typically, obtaining the grant of probate takes 4-8 weeks. Collecting assets then follows, which can take between 2-4 weeks. Once this has been done, we can distribute the assets, which normally take 2-4 weeks.

How much does this service cost?

The price will depend upon the level of experience of the relevant fee earner and the value and complexity of the estate. The price can vary and can be charged on a fixed fee basis, fee percentage (between 1-2% is industry standard for Solicitors although banks can charge significantly more) or on an hourly rate basis but typically our fixed fees start from:

| | |
|------------|--------|
| Legal fees | £1,500 |
|------------|--------|

| | |
|-------------------|--------|
| VAT on legal fees | £300 |
| Total | £1,800 |

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

| | |
|-------------------------|-------------------------|
| Disbursements | |
| Office copies | £3 |
| Land charges search | £2 per person |
| Electronic ID check | £2.40 per person |
| Bank transfer fee | £35 + Vat per transfer |
| Swear fee | £7 per Executor |
| Probate Application Fee | £155 + 0.50p per copy |
| Case Management Fee | £71/£113 |
| Estate Agent Valuation | tbc |
| London Gazette notice | £83.40 (incl. VAT) |
| Local Newspaper notice | Approx £50 - £150 + VAT |
| Land Registry fee | tbc |
| Property insurance | tbc |

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the matter, we can then provide you with a full quote; please call us today 0845 873 13 13

GRANT ONLY

We can help you extract the Grant in an estate.

What is involved?

All of the work required to extract the Grant:

- Provide you with a dedicated and experienced probate solicitor to work on your matter
- Identify the legally appointed executors or administrators and beneficiaries
- Accurately identify the type of Probate application you will require
- Obtain the relevant documents required to make the application
- Complete the Probate Application and the relevant HMRC forms
- Draft a legal oath for you to swear
- Make the application to the Probate Court on your behalf
- Obtain the Probate and securely send copies to you

Timescale

On average, estates that fall within this range are dealt with within 1 month. We can usually submit the application to the Probate Registry (for non-taxable estates) within 2 weeks.

How much does this service cost?

The price will depend upon the level of experience of the relevant fee earner and the value and complexity of the estate. The price can vary and can be charged on a fixed fee basis or on an hourly rate basis but typically our fixed fees start from:

| | |
|---|---------|
| Legal fees for non-taxable estate (IHT 205) | £399 |
| VAT on legal fees | £79.80 |
| Total | £478.80 |

| | |
|---|----------|
| Legal fees for a taxable estate (IHT 400) | £999 |
| VAT on legal fees | £199.80 |
| Total | £1198.80 |

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

| | |
|---------------|----|
| Disbursements | |
| Office copies | £3 |

| | |
|-------------------------|-------------------------|
| Land charges search | £2 per person |
| Electronic ID check | £2.40 per person |
| Bank transfer fee | £35 + Vat per transfer |
| Swear fee | £7 per Executor |
| Probate Application Fee | £155 + 0.50p per copy |
| Case Management Fee | £71/£113 |
| Estate Agent Valuation | tbc |
| London Gazette notice | £83.40 (incl. VAT |
| Local Newspaper notice | Approx £50 - £150 + VAT |
| Land Registry fee | tbc |
| Property insurance | tbc |
| Disbursements | |
| Office copies | £6 |
| Land charges search | £2 per person |
| Electronic ID check | £2.40 per person |
| Bank transfer fee | £35 + Vat per transfer |
| Swear fee | £7 per person |
| Probate Application Fee | £155 + 0.50p per copy |
| London Gazette notice | £83.40 (incl. VAT |
| Local Newspaper notice | From £50 - £150 + VAT |
| Property insurance | tbc |

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the matter, we can then provide you with a full quote; please call us today 0845 873 13 13



Premier Solicitors

EMPLOYMENT

FIXED FEE CONSULTATION

We can provide you with a fixed fee consultation.

What is involved?

A brief chat regarding the matter and the next steps. This would give us an opportunity to understand the issues and provide initial advice in respect of your matter.

Timescale

N/A

How much does this service cost?

| | |
|-------------------|-----|
| 30 mins | £75 |
| VAT on legal fees | £15 |
| Total | £90 |

| | |
|-------------------|------|
| 1 hour | £125 |
| VAT on legal fees | £25 |
| Total | £150 |

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

Disbursements typically include:

- The cost of instructing a Barrister in respect of advice given on the client's matter and for representing the client at hearings before the Tribunal
- Fees paid to an expert in respect of the production of an expert's report and for the expert's attendance at any Tribunal hearing
- Fees paid to a client's GP to obtain medical information if this is relevant to their matter

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the matter, we can then provide you with a full quote; please call us today 0845 873 13 13

CASE REVIEW

We can provide you with a fixed fee case review.

What is involved?

We will carry out a comprehensive review of the merits of your matter to see whether we are able to offer a 'no win, no fee' agreement. A no win, no fee agreement allows the client to reduce the stress of having to pay any further legal fees in exchange for a percentage of any settlement or monetary award received during the course of your employment matter.

Timescale

On average, after the initial meeting and subject to us having all the necessary information, we aim to provide you with a comprehensive review within 2 weeks.

How much does this service cost?

The price will depend upon the level of experience of the relevant fee earner and the complexity of the matter. The price can vary and can be charged on a fixed fee basis or on an hourly rate basis but typically our fixed fees start from:

| | |
|-------------------|------|
| Legal fees | £350 |
| VAT on legal fees | £70 |
| Total | £420 |

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

Disbursements typically include:

- The cost of instructing a Barrister in respect of advice given on the client's matter and for representing the client at hearings before the Tribunal

- Fees paid to an expert in respect of the production of an expert's report and for the expert's attendance at any Tribunal hearing
- Fees paid to a client's GP to obtain medical information if this is relevant to their matter

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the matter, we can then provide you with a full quote; please call us today 0845 873 13 13

BASIC EMPLOYMENT CONTRACT

We can assist you with drafting basic employment contracts for your employees.

What is involved?

We are able to draft basic employment contracts for employees to meet the needs required by you.

Timescale

Timescale

On average, after the initial meeting and subject to us having all the necessary information, we aim to provide you with a draft employment contract within 2 weeks.

How much does this service cost?

The price will depend upon the level of experience of the relevant fee earner and the complexity of the matter. The price can vary and can be charged on a fixed fee basis or on an hourly rate basis but typically our fixed fees start from:

| | |
|-------------------|------|
| Legal fees | £300 |
| VAT on legal fees | £60 |
| Total | £360 |

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

Disbursements typically include:

- The cost of instructing a Barrister in respect of advice given on the client's matter and for representing the client at hearings before the Tribunal
- Fees paid to an expert in respect of the production of an expert's report and for the expert's attendance at any Tribunal hearing
- Fees paid to a client's GP to obtain medical information if this is relevant to their matter

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the matter, we can then provide you with a full quote; please call us today 0845 873 13 13

STAFF HANDBOOK

We can assist you with drafting a staff handbook for your employees.

What is involved?

This is essentially an employee manual provided by the employer at the commencement of their employment. It contains information ranging from the Company Background to Training and Development to Equal Opportunity within the workplace.

Timescale

On average, after the initial meeting and subject to us having all the necessary information, we aim to provide you with a draft employee handbook within 2-4 weeks.

How much does this service cost?

The price will depend upon the level of experience of the relevant fee earner and the complexity of the matter. The price can vary and can be charged on a fixed fee basis or on an hourly rate basis but typically our fixed fees start from:

| | |
|-------------------|------|
| Legal fees | £750 |
| VAT on legal fees | £150 |
| Total | £900 |

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. Please keep in mind that, as with the legal fees, the disbursements will vary depending on the type of matter.

Disbursements typically include:

- The cost of instructing a Barrister in respect of advice given on the client's matter and for representing the client at hearings before the Tribunal
- Fees paid to an expert in respect of the production of an expert's report and for the expert's attendance at any Tribunal hearing
- Fees paid to a client's GP to obtain medical information if this is relevant to their matter

This is an indication of the fees which you are likely to pay, however, if you provide us with full details of the matter, we can then provide you with a full quote; please call us today 0845 873 13 13