

# **CONVEYANCING**

## **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	£5 + VAT 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	£5 + VAT 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	
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Land charges search	£2 per person
Electronic ID check	£5 + VAT 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	£5 + VAT 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**

# **IMMIGRATION**

## **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
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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**

# **PROBATE**

## **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 (usually between 0.5% to 2.5% is industry standard for Solicitors although banks can charge significantly more) or on an hourly rate basis but typically our fixed fees for Full Estate Administration work 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	£5 + VAT per person
Bank transfer fee	£35 + Vat per transfer
Probate Application Fee	£273 + £1.50p per copy
Case Management Fee	£71/£113
London Gazette notice	£83.40 (incl. VAT
Local Newspaper notice	Approx £50 - £150 + VAT
Land Registry fee	c.£40 - £60

**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 offer a "Grant only" service too. This is a low cost way of us taking the responsibility for obtaining the Grant of Probate (or Grant of Letters of Administration where there is no Will) on your behalf, and you can thereafter deal with the estate administration yourself.

### **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
Electronic ID check	£5 + VAT per person
Probate Application Fee	£273 + £1.50 per copy

**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**

# **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**

## **DEBT RECOVERY**

### **What is involved?**

We will explore the possibility of a settlement without the need for issuing court proceedings, whether that is a formal mediation, informal correspondence or a round table meeting. Where that is not possible we will issue or defend court proceedings and will take your case all the way to a trial in the County Court or High Court, whichever is appropriate for you.

### **How much does this service cost?**

We are able to offer a fixed fee service, unless a debtor files a defence to a claim.

Our fixed costs are:

To send a letter before action	£75.00
To issue proceedings	£250.00
To enter judgment	£100.00
Enforcement action	To be discussed for each case

In addition, there is a court fee to be paid to issue the claim which depends on the amount owed.

The minimum fee £35 for debts of less than £300, with various fees up to £455 for debts between £5,000 and £10,000.

For debts over £10,000, the fee is 5% of the value of the debt and interest up to a maximum of £10,000.

Interest can be claimed on debts. For a business-to-business debt, this is 8% above the Bank of England base rate.

For debts owed by consumers this is the County Court rate of 8%.

### **Timescale**

Simple LBAs require the debtor to pay within 3, 7 or 14 days (with the choice being that of our client). These can be produced within 24 hours if all the information has been given provided to us.

For fully compliant Pre-Action Protocol letters, the debtor has a minimum of 30 days to respond and this can be extended to up to 90 days in complex cases. These can be produced these within 24 – 48 hours depending on the level of complexity involved in the claim and the volume of accompanying documents.