

ADDITIONAL LEGAL SERVICES FEES

We may have to charge you an additional fee where extra work is required; in these more unusual cases we will notify you of any further fees before carrying out the work. The below list is prepared so that we can be as transparent as possible at the outset of the transaction about our pricing.

Additional Service	Cost (excluding VAT, unless stated otherwise)
Additional Document Fee If the title to the property you are buying or selling refers to other documents which must be reviewed, we will charge a fee for the time taken to review this document. The fee will be charged per document reviewed.	£100.00
Additional Land This is the fee we would charge if the transaction involves additional land.	£500.00
Additional Title Fee 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.	£245.00
Adverse Possession Fee If you are selling a property where you cannot prove your ownership of any part of it, we will charge for preparing the documents necessary to provide evidence of your use of that land and supplying the usual indemnity insurance policy to back that evidence up.	£150.00
Alteration of Official Copies Fee If it becomes necessary for us to alter the Official Copies, for example to update your name, we will charge this fee.	£50.00
Amended Mortgage Offer Fee 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.	£75.00
Appointment of Additional Trustee Fee If it becomes necessary to appoint an additional trustee, we will charge for preparing the necessary documentation.	£100.00
Auction Fee 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 fee.	£250.00
Auction Pack 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.	£250.00
Balcony Enquiries If the property has a balcony, this is the fee we will charge for dealing with the extra enquiries this generates	£50.00
Bankruptcy/Land Charge Entry If an entry appears on the bankruptcy or land charges search which may relate to you we will charge for the extra work involved in dealing with this entry.	£75.00
Bridging Finance Our fee for handling your bridging finance agreement, the extra work this involves, and any work associated with this.	Hourly Rate (Tbc by solicitor)
Buy to Let Fee - Vacant If you are buying a property which 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.	£150
Buy to Let Fee – Tenant in Situ	£250.00 (inc vat)

If you are buying or selling a property which has a current tenant this may require us to do additional work. For example, raising / answering additional enquiries and satisfying lender conditions.	
Certifying Death Certificate If we are required to obtain and certify a Death certificate, this fee will apply to cover the administrative work involved, including supplying a certified copy to the other side's solicitors.	£25.00
Certifying Marriage Certificate If we are required to obtain and certify a marriage certificate to confirm a change of name, this fee will apply to cover the administrative work involved, including supplying a certified copy to the other side's solicitors.	£25.00
Checking Source of funds This fee is added if Armalytix source of funds check is not undertaken/refused. This includes funds from the client and/or a gifter. This fee also applies when supplying your Source of Funds to Help to Buy during an Equity Loan Repayment.	£100.00 (inc vat)
Cheque Returned or Stopped Fee If a client cheque that we have issued is returned, unpaid or stopped at your request, we will charge for processing each returned or stopped cheque. This fee is charged for each cheque issued.	£15.00
Cheque to a Third Party Fee If you ask us to issue a cheque to a third party on completion, we will charge for preparing the cheque. The decision to issue any such cheque is entirely at our discretion and it may not be issued if we are not satisfied with the reasons for the request. This fee is charged for each cheque issued.	£15.00
Client Enquiries During the conveyancing process, it is likely you will want to raise questions that you want asking from either your solicitor or the seller. Each question must be considered, researched, and responded to thoroughly, with whatever information is available. This is why we include 8 client enquiries for a freehold, and 12 for a leasehold, within our Fee.	£20.83
Companies House Search Fee 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.	£24.00
Company Fraud Restriction Fee The anti-fraud restriction prevents anyone other than yourself making any alterations to the title. Anyone wishing to make an application would need to prove your identity, adding an extra layer of security to your property. This fee includes the additional fee from Land Registry.	£150.00
Company Purchase This is the additional fee we would charge for the extra work involved in looking after Company Transactions	£500.00
Communicating Separately with Clients If we are acting on your file due to a separation/deceased estate etc and you wish us to correspond/communicate with each of our clients separately we will charge an additional fee for this extra work involved. This fee may increase depending on how many clients are subject to the transaction.	£50.00
Concessionary Purchase If you are buying a property from a friend or relative at less than the market value we will charge for the extra work involved in dealing with this type of transaction	£100.00
Conservatory enquiries If the property has a conservatory this is the fee we will charge for dealing with the extra enquiries this generates	£50.00
Contacting Land Registry Should any amendments to the Office Copies/Land Registry documents be needed which require us to contact HM Land Registry, an additional fee will be payable.	£75.00
Contaminated Land Fee 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.	£130.00
Contract Race Fee 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	£300.00

Conveyancing Litigation Insurance The purpose of this policy is to provide you with optional litigation legal cover for the time period between instructing Chadwick Lawrence to act on your behalf in the Conveyancing Process (from instruction to completion). Complete Property Solutions Litigation Legal Cover will provide you with direct access to a property litigation expert who can directly liaise with the Conveyancing department within Chadwick Lawrence to assist in the matter.	£50.00
Court Order/Separation Agreement If the transaction is governed by a court order, separation agreement, or similar joint agreement, our solicitor must adhere to the order. The additional work includes reviewing the order and executing the order as part of the transaction. Please note, you may also be liable to pay for: Communicating Separately with Clients.	£125.00
Dealing with a Flying Freehold If the property extends above another, this is known as a “flying freehold”. The work in answering and handling enquiries and lender enquiries is charged additionally. You may also incur the cost of indemnity insurance if your mortgage lender requires this.	£200.00
Declaration of Solvency Fee 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.	£200.00
Declaration of Trust Fee If you are buying/remortgaging 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).	£500
Deed of Assignment If you wish to assign full or partial beneficial interest of your property this is the fee we would charge and includes obtaining the Title Register from Land Registry and drafting the Deed.	£400
Deed of Covenant Fee If you are buying/remortgaging 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.	£150.00
Deed of Grant Approval Fee 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.	Hourly Rate
Deed of Grant Fee If you are selling or 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 preparing the deed. This fee is charged for each deed prepared or approved.	Hourly Rate
Deed of Guarantee Fee 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.	£300.00
Deed of Postponement Fee If you are buying/remortgaging 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.	£245.00
Drafting Undertaking	£50.00
Deeds Storage Fee If you ask us to store your title deeds for you after completion, we will charge this fee for doing so.	£55.00
Deeds of substituted security Where you are staircasing your leasehold house to 100% and purchasing the freehold title and not remortgaging, your mortgage lender will require your mortgage to be transferred from the leasehold title (which will be extinguished) and transferred onto the freehold title. Our fee covers reporting to your mortgage lender in this regard, obtaining their Deed of Substituted Security, having you and your lender sign the Deed and registering it at HM Land Registry upon completion.	£250.00 (inc vat)

Documents from Third Parties Fee 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.	£40.00
Document Re-issue If you need us to re-issue any documents that we have already provided then this is the fee we would charge for the additional admin work involved.	£25.00
Duplicates of letters or documents	£10.00
EPC Download When we are not provided the EPC, this is the fee we would charge for sourcing and downloading a copy.	£18.00
Expedition Fee 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. This fee would also apply if you require us to respond to excessive emails / calls outside of our normal SLA's.	£400.00 (inc Vat)
Expedite Registration If you require the Land Registry to expedite your application then this is the fee we would charge for liaising with land registry and fulfilling their requirements.	£100.00
Freehold Property with a Management Company/Rent Charge Fee If you are buying, selling or remortgaging 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 payments are going forward, obtaining accounts for previous years etc. This fee is charged for each management company or rent charge in place.	£200.00
Freehold Property with Leasehold Title Fee If you are buying, selling or remortgaging a freehold property with an associated leasehold title, such as a leasehold garage, we will charge for checking the lease and all leasehold information relating to the extra title. This fee is charged for each extra leasehold title.	£295.00
Freehold Reversion Fee 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.	£295.00
Funds Transfer Fee If we make a same day funds transfer within the UK (also known as a CHAPS payment), we will charge for arranging each payment made.	£45.00
Funds Transfer Fee (3 working days within UK) 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.	£15.00
Funds Transfer Fee (outside UK) If we make a funds transfer outside of the UK, we will charge for arranging each payment made.	£95.00
Funds Transfer Fee by Faster Payment This is the fee we would charge if you require funds to be transferred by faster payment.	£20.00
Gifted Deposit Fee If you are buying/remortgaging 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 gift or/donor) and satisfy any additional conditions that any lender may have. This fee is charged for each gift or/donor.	£150.00
Grant of New Lease If you are selling or buying a property which is to be transferred out of an estate or building to provide a new title upon completion for the property then we will charge for preparing or approving Lease. This is charged for each Lease prepared.	£295.00
Ground Rent/Service Charge Arrears Fee 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	£75.00

work involved in settling the account and obtaining the confirmation from the other lawyer.	
Help to Buy Equity Loan Fee If you are buying 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.	£350.00
High Rise Flats and Properties 5 Storey's and/or 11m High and Over We will advise you if your property falls under BSA (Building safety act). There is much more work involved than that of a standard Leasehold property.	£1250.00
Help to Buy/Lifetime ISA Fee If you are buying a property with the assistance of a Help to Buy/Lifetime Individual Savings Account, we will charge for the extra work involved in liaising with the Help to Buy/Lifetime ISA agent and obtaining the bonus payment.	£75.00
Homes in Multiple Occupation Fee If you are buying, selling or remortgaging a property which has or will have a House in Multiple Occupation license, this may require us to do additional work. For example, your mortgage lender may have additional requirements that we must satisfy.	£200.00
Home Buyers If you require the solicitor to read the "Legal Section" of your report and raise any additional enquiries either that you request or that are contained within.	£75.00
Home Renovation Documents This is our fee for reviewing Planning and Building Regulation documents or service documents. I.e. if a property has been renovated including new windows, electrics, boiler or extension etc. This fee is per document we are required to review.	£12.50
HTB Forces Loan 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 and resolving any conditions relating to each mortgage.	£250.00
HTB Redemption Fee If you are selling/remortgaging a property with an existing Help to Buy Legal charge registered, we will charge for extra work involved in liaising with the Help to Buy agent and removing their legal charge against the property.	£250.00
HTB Source of Funds Undertaking Fee for providing an undertaking of certification in regards to source of funding for help to buy.	£75.00
ID Verification Fee To comply with Money Laundering legislation, we must carry out due diligence to verify your identity. This fee is charged per person.	£25.00 (inc VAT)
ID Verification Fee for Donors To comply with Money Laundering legislation, we must carry out due diligence to verify the identity of any Donors. This fee is charged per person	£15.00
ID Verification for Non-UK Residents If you are not resident in the UK, we will have additional due diligence to carry out to verify your identity.	£50.00
Indemnity Policy Fee If there is a legal issue with the property that you are buying or selling and it is necessary for a policy of indemnity insurance to be put in place, this is the fee that we will charge for obtaining the correct policy. Indemnity Insurance policies provide financial protection for specific legal issues. This fee is charged for each policy arranged or approved.	£75.00
Independent Legal Advice	Hourly Rate Applicable
Insufficient Postage Fee 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.	£15.00
International Funds If part of your funding towards the transaction comes from a person/s who currently lives abroad and does not live in the UK, we must carry out enhanced due diligence requirements	£75.00

to satisfy all Anti-Money Laundering Requirements. Each case is determined case by case, and evidence required to comply with the “international” element of this transaction will be disclosed to you by your Case Handler.	
Joint Borrowers/ Sole Proprietor	£150.00
Key Undertaking Fee 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.	£175.00
Land Registry Fraud Restriction fee The anti-fraud restriction prevents anyone other than yourself making any alterations to the title. Anyone wishing to make an application would need to prove your identity in person, adding an extra layer of security to your property.	£75.00
Lender request to be part of the Transfer If the Mortgage Lender won't provide consent and requires the solicitor to add their name to the Transfer.	£200.00
Lease Extension Approval Fee 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.	£400.00
Lease Extension Preparation Fee 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.	£650.00
Leasehold Fee If you are buying, selling or remortgaging a leasehold property we will charge for the extra work involved in checking the lease and the leasehold information from the landlord.	£450.00
Leasehold Companies House Check Checking Companies House when buying a leasehold property provides key insights into the owning company's structure, financial health, legal compliance, and history. This due diligence helps assess the landlord's reliability, potential issues, and any outstanding debts or disputes that may impact the decision to purchase the property.	£12.50
Letter of Postponement (Ministry of Defence/Local Authority) If you are buying/remortgaging 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.	£50.00
Licence to Assign Fee 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.	£150.00
Loan to Company (company purchase) Where there is an inter-company loan, or a Directors loan, to the Company client in respect of the purchase of property. This fee is per loan, and includes any additional paperwork to draft in terms of declarations that need signing and dealing with your mortgage lenders requirements where necessary. Any ID checks or company searches required to be carried out will be an additional cost.	£180.00
Licence to Occupy Fee 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.	£150.00
Manual Signature of Client Care In some cases, electronic signature requests are not completed successfully by all parties. Where this occurs, we may need to issue the client care documentation by post for manual signature. This process involves additional administrative work and postage costs, and an additional fee may therefore apply.	£30.00
Merger of Titles Fee If you are buying, selling or remortgaging 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	£100.00

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.	
Mortgage Fee The fee you will pay to us to carry out the legal work required to secure the money borrowed from the lender.	£115.00
Mortgage Redemption Fee The fee you will pay to us to carry out the legal work required to redeem the money borrowed from the lender. When purchasing this includes placing a charge on the property to protect their lending. This fee is payable whether the lender is a company or an individual.	£115.00
Name Declaration Fee 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
Negotiation of items on Fittings and Contents Form If the seller or buyer instructs their solicitor to negotiate the sale of such an item, there is an additional charge.	£250.00
New Build Fee 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 line with the 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.	£500.00
None High Street Lender Some lenders use their own Solicitors which we may have to work alongside. This process involves extra work which is at the discretion of the lender. The fee we would charge will depend on the work involved. We may on occasion ask for this fee to be paid upfront and would be non-refundable. We would be able to advise you further on receipt of your mortgage documents.	£100
Obtaining lender's consent to the second charge	£120.00
Obtaining Lender Consent to the Transfer	£100.00
Occupier Consent Fee If you are buying a property and there will be a person over the age of 17 living at the property with you who is not an owner or named on the mortgage they will be required to sign and occupier waiver form/declaration of occupier. This fee is charged for each occupier.	£75.00
Occupier Waiver Fee If you are selling a property and there is a person over the age of 17 living at the property with you who is not an owner, they will be required to sign the contract waiving their rights in the property and agreeing to vacate on completion. We will charge for dealing with the occupier waiver form. This fee is charged for each occupier.	£75.00
OPG100 Search If a Lasting Power of Attorney has been provided in support of the transaction. As part of our due diligence requirements, we are required to undertake an OPG100 search with the Office of the Public Guardian to confirm that the Lasting Power of Attorney remains valid and has not been revoked, cancelled, or superseded.	£35.00
Part Exchange If you are buying or selling a property as a part-exchange property or is a part-exchange property from a developer, additional work and undertakings will need to be provided and given. The work is therefore more onerous. We charge an additional fee to cover this work in such circumstances.	£250.00
Paying Estate Agent Fees If you wish us to pay your Estate Agent invoice this is the fee we would charge for requesting the invoice, verifying the bank details, requesting the transfer and the BACS fee.	£40.00
Paying Mortgage Broker Fees If you wish us to pay your Mortgage Broker Invoice this is the fee we would charge for requesting the invoice, verifying the bank details, requesting the transfer and the BACS fee.	£40.00

Posting the Title Information Document to client (bound) documents via post	£25.00 (inc VAT)
Title Information Document to client (E-mail) Once your purchase is registered we shall charge this fee for sending the same to you by email. It is a crucial legal record confirming your property ownership, boundaries, and any relevant details. This essential document ensures smooth transactions and proves your rightful ownership.	£10.00 (inc VAT)
Power of Attorney or Court Order Fee 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.	£195.00
Private Drainage Were the foul and/or surface water does not drain to a public sewer at the property in question, we will charge an extra fee for investigating the arrangements and ensuring the correct and appropriate arrangements are in place.	£200.00
Private Mortgage Fee 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.	£150.00
Probate Fee If the seller is selling under a grant of probate, we will charge this fee for dealing with the additional paperwork this requires.	£75.00
Reconstitution of Legal Title Fee If you are selling/remortgaging a property and are not able to provide 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.	£650.00
Redemption of Islamic Borrowing For dealing with the requirements of the Lender when looking after the redemption of the mortgage	£250.00
Referring a Gifted Deposit to the Lender You have advised that there is a gifted deposit and upon receipt of your mortgage offer, it appears that your broker has not made your lender aware of the same. We will therefore need to refer this to your lender for their confirmation that they are aware of the gift and are happy to proceed.	£30.00
Registering a Restriction Fee If you are buying, selling or remortgaging 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
Reporting issues to the Lender Where issues arise during your transaction that must be formally reported to your mortgage lender—such as title defects, search results requiring clarification, non-standard property arrangements, or any matter that may affect the lender's security — we are required to report to these issues to your lender for approval. A fee will be charged per issue reported.	£50.00
Repossession Fee When dealing with repossession properties these cases are usually more time critical, hold strict guidelines and there are specific legalities involved. This is the addition fee we charge for acting for the Buyer or the Seller.	£200.00
Requesting a Mortgage Offer Extension with the Lender For making contact with the lender direct to request a Mortgage offer Extension, this is added when Lenders do not allow extension requests via the Broker.	£90.00
Restrictions, Cautions or Notices Fee If you are buying, selling or remortgaging 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.	£150.00
Retention Fee 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 this and dealing with the release of the funds at the appropriate time.	£175.00

Retrospective Consent	£210.00 (inc vat)
Right to Buy Fee 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.	£195.00
Search Waiver When property searches are not wanted, this is the fee we would charge for obtaining the waiver document.	£60.00
Second or Subsequent Mortgage Fee If you are selling/remortgaging 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 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.	£75.00
Separate Representation/Joint Representation	£150.00
Second or Subsequent Mortgage Transfer Fee If you are buying/remortgaging 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.	£150.00
Septic Tank Fee If the property has a septic tank, we will charge this fee for dealing with the extra enquiries this generates.	£100.00
Serving Notice Admin Fee Serving notice to a management company/agent/Landlord when buying a leasehold property is essential for updating ownership records, ensuring accurate billing, and maintaining effective communication. It complies with lease terms, facilitates access to common areas, and fulfils legal obligations, contributing to a smooth transition of responsibilities and property management. We shall charge this fee per notice, per company and you should note that there may be fees for the companies receipting the notice(s).	£50.00
Severance of Joint Tenancy If you currently hold your property as Joint Tenants and wish to sever the tenancy this is the fee we would charge and includes obtaining the Title Register from Land Registry and drafting the Notices.	£250
Share Certificate Fee If you are selling/remortgaging 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.	£75.00
Share of Freehold Fee If you are buying/remortgaging 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.	£250.00
Shared Ownership/ Equity Fee 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. We will charge for this extra work.	£500.00
Simultaneous Exchange and Completion Fee 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.	£100.00
Solar Panels Fee 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/remortgaging 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.	£350.00

Solar Panels – No airspace lease Many properties have solar panels attached to the roof. If you are selling or purchasing a property with solar panels, we will need to undertake further work to ascertain that they are owned outright by the seller and obtain the necessary Building Regulations Completion Certificates and other documentation together with a letter from the seller confirming that they are included within the sale of the property.	£200.00 (inc vat)
Special Condition in Mortgage Offer Fee 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	£45.00
Special Delivery Post 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	£12.50
Staircasing Fee If you are buying, selling or remortgaging 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.	£250.00
Stamp Duty Preparation and Submission This is the fee we would charge for producing and submitting your Land Tax Return	£75
Stamp Duty/Land Tax (SDLT) Staircasing Fee If you own a shared ownership property and wish to increase your shareholding (also known as stair casing) as part of your sale, then we will charge for completing and submitting an SOLT1 Form to the HMRC.	£50.00
Standard Notice Admin Fee	£12.50
Statutory Declaration Fee If there is an issue with the property which you are buying, selling or remortgaging 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.	£175.00
Submission of Land Tax Return for properties in Wales This is the fee we would charge for producing and submitting a Land Tax Return for properties in Wales.	£50.00
Submit Searches on a Remortgage For placing the searches on order and reviewing the results of each search gained.	£120.00
Third Party Lender Lawyer Fee If you are buying/remortgaging 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.	£250.00
Third Party Matrimonial Lawyer Fee 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.	£250.00
Third Party Other Lawyers Fee If we have to liaise with a lawyer acting for a co-owner or other person with a legal interest in the property, or you are using separate lawyers for your sale and purchase 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.	£250.00
Third Party Transfer Registration Fee 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.	£100.00

Third Party/Management Company or Landlord Fee If we must 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.	£250.00
Timescale between Exchange and Completion Exchanging Contracts with less than 5 clear working days between exchange and completion	£100.00
Transfer of Equity/Deed of Gift Fee 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.	£250.00
Transfer of Part Fee If you are selling or buying only part of a title to a property e.g. a piece of 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
Translation Support In scenarios where marriage certificates, ID documents or any other formal document needs translating into English by a notary and/or embassy.	To Be Advised
Updating Name and Address at Land Registry This is the fee that would become applicable if your name/address details need updating at the Land Registry.	£25.00 (inc VAT)
Unregistered Title Fee 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. This fee is charged for each Epitome of Title.	£200.00
Unrepresented Party Fee 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 the additional work.	£100.00
Upgrading Title to Absolute Fee If you are buying, selling or remortgaging a property that does not have Absolute title but where the seller can prove the minimum number of years required to upgrade the title to Absolute, we will charge for the extra work in registering the upgrade.	£100.00
Verification of Client Bank details To try and prevent fraud we internally verify the bank details of any client bank account we are requested to send funds to.	£10.00
Verification of Lawyer Fee To try and prevent fraud we internally verify the seller's lawyers bank details or the bank details of any third party lawyer we are requested to send funds to.	£16.50
Voluntary First Registration Fee 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.	£150.00
Winding up Search (Company Transactions) Fee for completing a search to determine whether a company is being liquidated or in professional liquidation.	£39.00

The list is not definitive, there may be rare examples which we haven't included. If these fees became due we would discuss and seek approval of the same before undertaking the work.