

## Menu of Additional Services on your Purchase

In certain circumstances other additional services may be requested by you or required to fulfil your instructions or those of your mortgage lender. For complete transparency, we set out below our fixed price menu of additional conveyancing services – those marked with \* are “no sale, no legal fee”.

In some instances it is not possible to give an indication of fees without first having seen the paperwork, to determine what work needs to be carried out, or the complexity involved. In those cases, no additional work will be carried out until we have agreed the fees or charging mechanism with you first. **VAT will be charged on these fees at the current variable rate**

	£
Appointing an additional Trustee fee (for preparing documentation appointing a further Trustee, to enable the purchase to proceed) *	100
Building Safety Act fee (for dealing with the lender's additional requirements as per the Building Safety Act 2022) *	1499
Building Safety Act fee (for dealing with the additional requirements as per the Building Safety Act 2022) - cash purchaser *	999
Buy to Let fee (covering the additional legal work required on a Buy to Let, such as approving a shorthold tenancy) *	250
Cheques Returned Unpaid fee (if your cheque bounces)	35
Cheques to a Third Party fee (for issuing a cheque to a non-standard third party on completion at your specific request)	35
Companies House Search fee (where a search of Companies House is required or requested by you)	20
Company fee (handling the additional requirements involved where the purchase is by a Company) *	300
Copy Title fee (providing you with copy Land Registry title documents and plan following registration of your purchase) *	40
Deed of Covenant Drafting fee (drafting registering a Deed of Covenant, as required under the title deeds) *	175
Deed of Covenant Approval fee (approving and registering a Deed of Covenant, as required under the title deeds) *	125
Deed of Variation Approval fee *	200
Deed of Variation Preparation fee *	400
Deed of Postponement fee (drafting and registering a Deed of Postponement of secured lending) *	100
Freehold reversion transfer fee (for dealing with the transfer of a separate freehold title on a leasehold purchase) *	250
Help to Buy Equity Loan fee (handling the additional work to advise on and secure a Help to Buy second charge, incl. HM Forces loan) *	350
Help to Buy ISA fee (handling the additional work to draw your funds from your Help To Buy ISA - prescribed fee)	50
Houses in Multiple Occupation fee (for the extra work required regarding enquiries on your HMO Licence) *	250
ID Verification for Non-UK Residents fee (handling additional requirements to meet our responsibilities)	75
Indemnity Insurance fee (approving or arranging title defect or indemnity insurance on your purchase) *	75
International Bank Transfer fee (for transferring money electronically abroad)	100
Key Undertaking fee (preparation or approval of a key and access undertaking, enabling you access before completion)	100
Lease Extension approval fee (for approving or varying a Deed extending the Lease term)	450
Lease Extension preparation fee (for preparing a Deed extending the Lease term)	650
Licence to Assign fee (drafting or approving then completing a Licence to Assign, as required by the title deeds) *	200
Lifetime ISA fee (handling the additional work to draw your funds from your Help To Buy ISA - prescribed fee)	50
Lifetime Mortgage/Equity Release fee (handling the additional requirements on these products and resulting liabilities) *	500
Management Company fee (dealing with enquiries & requirements when a freehold property has a management company) *	250
Merger of Titles fee (dealing with the merger of a separate leasehold title with a leasehold title at your request) *	100
New build fee (dealing with the additional requirements when a brand new legal title is being created for the first time) *	250
Occupier waiver fee (drafting or approving then completing a form whereby an adult occupier waives their rights) *	75
Power of Attorney or Court Order fee (for checking the Power of attorney or Court Order is valid, and registered, if appropriate) *	200
Pre-auction advice fee (providing advice on an auction legal pack, prior to your intended property auction bid) <b>payable upfront</b>	300
Private Mortgage fee (for liaising with a private owner of a charge to be secured against your registered title) *	249
Restriction fee (dealing with removal or registration of a Notice or Restriction on your legal title) *	150
Retention administration fee (dealing with retentions of service charge etc on Leasehold Properties, at Seller's lawyers request)	100
Second Legal Charge fee (for securing a subsequent mortgage, legal charge or secured lending your legal title)	249
Separate Representation fee (dealing with requirements of separate lawyers instructed by your lender to secure your mortgage) *	400
Share of Freehold fee (handling the transfer of a share of the freehold title in addition to your leasehold purchase) *	200
Shared Equity Fee (acting on lender instructions to secure a "Shared Equity" second charge against your legal title) *	249
Shared Ownership fee (advising on a shared ownership scheme with a Housing Association) *	250
Sharia Mortgage fee (for dealing with the additional requirements to secure a Sharia Law compliant mortgage) *	500
Solar Panels fee (for checking, assigning or rectifying a lease of solar panels for your purchase) *	250
Staircasing fee (for handling the process which increases your ownership share in a Housing Association owned property)	250
Staircasing fee (acquiring the freehold)	400
Stamp Duty Land Tax (SDLT) Staircasing fee (for completing and submitting the SDLT forms to HMRC when you staircase) *	100
Statutory Declaration Approval fee	150
Subject Access Request fee (for sending you personal data from your file; this is a set statutory fee)	10
Third party gift fee (dealing with the additional requirements to investigate source and ID of a third party gift) *	100
Third Party Lawyer fee (dealing with different lawyers who act for you on related transactions eg : remortgage, sale) *	200
Unregistered title fee (covering the additional legal work involved on a Property that is not yet registered at the Land Registry) *	250
Unrepresented Party fee (for advising and protecting you if buying from a Seller who isn't using a lawyer) *	100
Upgrading Title fee (for preparing documentation to upgrade your legal title, eg: from possessory title to absolute) *	100
Verification of Bank Account fee (to prevent fraud, we may need to validate the bank account details of the Seller's lawyer)	10