



Johns Gilbert & Frankton
SOLICITORS

FEE INFORMATION

Conveyancing

The fees stated below are our charges to deal with standard residential conveyancing transactions. Please contact us for a detailed quote tailored to your individual requirements. Unless otherwise stated, all figures quotes are exclusive of Value Added Tax and net of disbursements, which will be added at the prevailing rate

STANDARD RESIDENTIAL CONVEYANCING TRANSACTION - FEES

Residential sale/purchase up to £249,999.00	£600+VAT
Residential sale/purchase £250,00-£499,999.00	£750+VAT
Residential sale/purchase £500,000-£749,999.00	£900+VAT
Residential sale/purchase £750,000-£999,999.00	£1100+VAT
Residential sale/purchase over £1m	Quote will be provided upon request
Transfer of Equity (without any mortgage(s))	£300+VAT
Transfer of Equity (with mortgage(s))	£350+VAT
Re-mortgage or registration of new mortgage on property	£300+VAT

If any transaction proves to be abortive for any reason, we reserve the right to charge for the work incurred at a cost of £200 per hour of work carried out.

Work included in a Standard Residential Conveyancing Transaction

It is important for us to agree exactly what work we will be conducting on your behalf. Please do not assume that anything that is not specifically referred to in the following lists will be done by us. Please ask us if there is anything that you think we ought to do on your behalf but which is not shown in the following lists. Possibly such work will be covered by our retainer but not necessarily and we cannot be held responsible if you had expected us to do something that does not appear in the following lists.

STANDARD RESIDENTIAL CONVEYANCING SALE TRANSACTION – ITEMS INCLUDED

On a sale of property we may undertake the following work on your behalf, although not all of these items are necessarily relevant to your transaction.

- locate and obtain your title deeds
- obtain official copy entries from the Land Registry or otherwise prepare an abstract of the title if the property is unregistered
- draft a contract for the sale of the property
- arrange for you to complete a Property Information Form and list of Fixtures Fittings and Contents using the Law Society Transaction scheme
- reply to any additional enquiries raised by the buyers solicitors
- agree with you a completion date
- exchange contracts
- agree the format of the transfer deed and arrange for you to sign this
- reply to any requisitions (enquiries) about the title to the property
- obtain a settlement figure from any mortgage lender calculated to the date of completion
- obtain your selling agents account
- complete the sale
- pay off your mortgage
- pay your estate agents account from the sale money
- account to you for the net proceeds of sale usually in the form of a client's account cheque or bank transfer by way of a CHAPS transfer, please note that there is a fee payable for payments by way of CHAPS transfer, in the sum of £30 + VAT

STANDARD RESIDENTIAL CONVEYANCING PURCHASE TRANSACTION – ITEMS INCLUDED

On a purchase of property we may undertake the following work on your behalf. Although not all of them items are necessarily relevant to your transaction.

- peruse the contract and accompanying papers
- carry out essential and possibly additional optional searches against the property
- consider the terms of any mortgage offer
- attend you in person whenever possible to go through the contract and mortgage papers and searches and reply to any questions which you may have or provide a full pre-contract report on the property
- raise any specific additional enquiries which you may have about the property
- agree with you a completion date for your purchase
- exchange contracts
- raise requisitions (enquiries) on the title
- draft the transfer deed

- arrange for you to sign any mortgage deed and accompanying documents
- complete the purchase
- complete a Stamp Duty Land Tax Land Transaction Return and attend to the payment of stamp duty land tax
- attend to the registration of the transfer and any mortgage at the Land Registry
- on completion of registration provide you with copies of the Land Registry entries and filed plan
- submit any essential deeds to your mortgage lender

STANDARD RESIDENTIAL TRANSFER OF EQUITY TRANSACTION – ITEMS INCLUDED

On a Transfer of Equity we may undertake the following work on your behalf, although not all of these items are necessarily relevant to your transaction.

- Liaise with any mortgage lender to obtain consent to the Transfer
- Obtain a settlement figure from any mortgage lender calculated to the date of completion
- Approve or draft the Transfer deed
- Consider the terms of any new mortgage offer
- Report to you on the Transfer and mortgages and reply to any questions which you may have
- Arrange for you to sign the Transfer deed, mortgage deed or any other accompanying documents
- Complete the Transfer
- Pay off your mortgage
- Complete a Stamp Duty Land Tax Transaction Return and attend to the payment of stamp duty land tax
- Attend to the registration of the transfer and any mortgage at the Land Registry
- On completion of registration provide you with copies of the Land Registry entries
- Submit any essential deeds to your mortgage lender

STANDARD RESIDENTIAL CONVEYANCING RE-MORTGAGE TRANSACTION – ITEMS INCLUDED

On a Re-mortgage we may undertake the following work on your behalf, although not all of these items are necessarily relevant to your transaction.

- Obtain a settlement figure from any mortgage lender calculated to the date of completion
- Consider the terms of any new mortgage offer
- Report to you on the mortgages and reply to any questions which you may have

- Arrange for you to sign the mortgage deed or any other accompanying documents
- Complete the Re-Mortgage
- Pay off your mortgage
- Attend to the registration of any mortgage at the Land Registry
- On completion of registration provide you with copies of the Land Registry entries
- Submit any essential deeds to your mortgage lender

STANDARD RESIDENTIAL CONVEYANCING TRANSACTION – ITEMS NOT INCLUDED

PLEASE NOTE BELOW THE SUPPLEMENTAL FEES WHICH WE MAY CHARGE IF RELEVANT TO YOUR TRANSACTION

Supplemental Fees

Bank Transfer (CHAPS) Fee	£30+VAT
Legal Fee Supplement for Leasehold Property	£150+VAT
Transfer of Freehold Title (in association with leasehold transaction)	£50+VAT
Legal Fee Supplement for Newbuild Property or sale of part of a seller's title	£100+VAT
Legal Fee Supplement for Unregistered Property	£75+VAT
Legal Fee Supplement for Shared Ownership Properties	£75+VAT
Legal Fee Supplement for Buy to Let sale/purchase subject to tenancy	£50.00+VAT
Buying with a New Build Help to Buy Mortgage	£100+VAT
Dealing with a Help to Buy ISA	£50+VAT
Dealing with 3 rd party solicitors (e.g. where you have a sale or re-mortgage which must Tie in with a purchase or with matrimonial solicitors or lender's solicitors)	£50+VAT
Drafting or Approving of a Statutory Declaration	£50+VAT
Preparation or Approval of Key Access Undertaking	£50+VAT
Legal Fee Supplement for dealing with a Management Company (Freehold)	£75 + VAT
Drafting a Standard Declaration of Trust	£150+VAT
Drafting additional contract in sale contract race	£150+VAT
Sale/purchase involving mixed use/agricultural land	£150+VAT
Removal or registration of a Notice or Restriction on the title	£50+VAT

ALL TRANSACTIONS MAY BE SUBJECT TO DISBURSEMENTS (PAYMENTS TO THIRD PARTIES) OF WHICH WE WILL ADVISE YOU WHEN WE BECOME AWARE OF THEM.

The most common disbursements are Land Registry documents (usually no more than £16), searches (usually no more than £250 + VAT), landlord/management information packs (price can vary), Stamp Duty Land Tax (can vary – see <https://www.gov.uk/stamp-duty-land-tax>), Land Registry registration fee (can vary), and landlord/management post completion documents (can vary). This is not intended to be an exhaustive list as there are many other things that might arise in the course of a transaction.

PLEASE NOTE THAT THE ABOVE CHARGES APPLY TO STANDARD TRANSACTIONS ONLY— WE RESERVE THE RIGHT TO VARY THE CHARGES IF CIRCUMSTANCES CHANGE OR BECOME MORE COMPLEX, BUT WE WILL ADVISE YOU OF ANY CHANGES AS SOON AS WE BECOME AWARE OF THEM AND PROVIDE YOU WITH REVISED COSTS INFORMATION.

Conveyancing Information

What is involved in purchasing a property?

- Contract papers arrive from the sellers solicitors
- Carry out searches
- Contract papers reviewed
- Mortgage offer arrives
- Appointment with client to advise on all documents
- Enquiries raised with the sellers solicitors
- Replies to enquiries received from sellers solicitors and replies reported to the client
- Client to sign all paperwork
- Agree completion date
- Client to pay deposit and put in place buildings insurance
- Contracts exchanged (transaction becomes legally binding and the agreed completion date is now binding)
- Request mortgage funds from lender
- Request balance of funds from client including solicitors costs
- Complete the purchase
- Stamp Duty Land Tax paid
- Registration of ownership with the Land Registry

What is involved in selling a property?

- Client completed the Protocol Forms; the Property Information Form, Fittings & Contents Form and Leasehold Information Form
- Contract papers drafted and sent to buyers solicitors
- Initial settlement figure obtained from lender

- Leasehold information pack obtained from Landlord/Management Company if transaction involves leasehold property
- Enquiries received from buyers solicitors
- Replies to enquiries sent to buyers solicitors
- Agree completion date
- Contracts exchanged (transaction becomes legally binding and the agreed completion date is now binding)
- Request final settlement figure from lender made up to the date of completion
- Complete the sale
- Request estate agent fee note
- Repay the mortgage
- Pay estate agents fees

How long will my transaction take?

How long it will take for your transaction to complete will depend on a number of factors. The average residential transaction takes between 8-12 weeks. It can be quicker or slower depending on the circumstances of the transaction and the parties in the chain.



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Fee information

Probate and Administration of Estates

Our charges will be based on either or both of the following:-

- 1) the actual cost of work done calculated on the basis of an hourly charging rate;
- 2) a sliding percentage scale of the value of the estate.

Both calculations are carried out at the conclusion of the period of administration by way of comparison and produce a fee that has to be fair and reasonable for both the estate and us. Some estates for example may be modest in value but involve a considerable amount of time and effort whereas other estates may be substantial in value but relatively straightforward to administer. Our final fee has to reflect all the circumstances of each estate.

Charge based on the cost of work done

If we opt to charge on the basis of work done, we will apply our hourly rate which is reviewed annually on 1st September of each year and which is currently £200 per hour (*subject to VAT*).

Charges based on the value of the estate

We make a distinction between “real property” (i.e. houses and flats etc.) and personal property (e.g. bank and building society accounts, stocks and shares etc.).

Our charges for dealing with personal property are normally based on 2.5% of the first £25,000 in value of personal property, and 1.5% on the balance over £25,000.

Our charges for dealing with real property where the ownership of that property is transferred to a beneficiary of the estate will normally be based on one quarter of 1% of the value of the property.

If the real property is sold in the course of the administration of the estate, the same charge will apply and, if we deal with the conveyancing, our standard conveyancing charge as set out above will apply in addition to the fee applicable to the administration of the estate.

Our minimum fee for obtaining a grant of probate to an estate only (i.e. not carrying out any of the administration of an estate) is £525 plus VAT and disbursements.

Our minimum fee for administering an estate is £750 plus VAT and disbursements which includes taking out the grant of Probate or Letters of Administration.

VAT applies to our charges at the rate prevailing when the work is done.

Disbursements

There are other things you are likely to have to pay for. The most common of these disbursements, which are payments to third parties, are things like Probate court fees (which are normally no more than £160 but currently (Dec 2018) under review) and the cost of statutory advertisements for creditors (which should be no more than £200.) This is not intended to be an exhaustive list as there are many other things that might arise in the course of administration of an estate which are properly payable out of the estate.

If this firm does not complete the work you have instructed us to do, we will charge you our normal hourly rate for each hour of work done. We will charge for writing letters, and for making and taking telephone calls, in units of 1/10 of an hour. Our bill will also include applicable VAT and disbursements.

Inheritance Tax

It is possible that the estate may have a liability to Inheritance Tax, depending on a number of factors. Further details may be found at <https://www.gov.uk/inheritance-tax>

Estate Administration

Work which we will do on your behalf;

It is important for us to agree exactly what work we will be doing on your behalf. If the following lists do not cover the work in question, please do not assume that we will be dealing with it. If you are in any doubt about a particular matter, please ask us whether or not we will be dealing with that matter on your behalf. We cannot be held responsible if you had assumed that we would be carrying out a particular task which you had not communicated to us and it does not appear in the following lists.

In cases where a grant of probate or letters of administration is not likely to be required we shall:-

- go through with you details of the assets and liabilities of the estate

- obtain any necessary documentation from account holders such as banks and building societies to enable accounts to be closed or transferred without the need to obtain a grant of probate or letters of administration
- arrange for any such documents to be completed and, if necessary, sworn to by you and then returned to the appropriate account holders
- discharge any debts and liabilities which you have specifically told us about
- account to you for net monies received
- deliver to you any required documents such as building society pass books, Premium Bonds, National Savings Certificates and so on

In cases where you require to take out a grant of probate or letters of administration but not to administer the estate we shall, in addition to the items in the above list:-

- prepare if necessary an Inland Revenue Account which sets out full details of the assets and liabilities of the estate
- draft an executors or administrators statement of truth and arrange for this to be signed by the executors/administrators
- make arrangements for the initial payment of inheritance tax if any
- lodge the relevant documents with a probate registry
- inform you of the grant of probate or letters of administration and forward the original document to you with any required office copies

In cases where you require us to administer the estate or if we are ourselves the executors of the estate we shall, in addition to the items in the above two lists:-

- register the grant of probate/letters of administration with the various account holders
- make arrangements to close/transfer assets either to ourselves on a temporary basis or direct to the appropriate beneficiaries
- where appropriate issue the statutory advertisements for creditors under the Trustee Act 1925
- settle the final tax affairs of the deceased with the Inland Revenue
- deal with the Inland Revenue as regards any income tax and/or capital gains tax liability arising during the period of administration
- inform the Inland Revenue of any new trust or trusts arising from the estate
- deal with the Capital Taxes Office regarding any requisitions (enquiries) they may have arising from the Inland Revenue Account
- prepare any corrective inheritance tax account required
- obtain a clearance certificate from the Capital Taxes Office for the purposes of inheritance tax
- draft estate accounts for approval by the executors/administrators and/or the residuary beneficiaries as appropriate
- pay any legacies specified in the will
- ensure that any specific bequests of items have been completed by delivery to the appropriate beneficiaries

- account to the residuary beneficiaries for their respective shares in the residue of the estate

What is involved in dealing with an estate?

- Take instructions from executors
- Obtain details of the estate from third parties (i.e. property values, bank account and investment values, details of any debts etc.)
- Complete an inheritance tax form
- Draft a Statement of Truth (this is the application for the Grant or Probate or Letters of Administration)
- Executors to sign the inheritance tax form and statement of information
- Pay inheritance tax if necessary
- Send application for the Grant or Letters of Administration to the Probate Registry
- Receive Grant of Probate or Letters of Administration from the Probate Registry
- Deal with the administration of the estate in accordance with the executors instructions.

How long will it take to obtain the Grant of Probate or Letters of Administration?

There are a number of factors which will affect how long the process takes, it is therefore very difficult to give an estimation of time scales. The factors which will affect the time that the transaction will take includes the complexity of the estate, how quickly third parties provide us with the relevant information, how quickly HMRC takes to provide a receipt for the payment of inheritance tax and how quickly the Probate Registry take to issue the Grant of Probate or Letters of Administration.

What to do if you have concerns

We want to give you the best possible service. However, if at any point you become unhappy or concerned about the service we have provided then you should inform us immediately, so that we can do our best to resolve the problem.

In the first instance it may be helpful to contact the person who is working on your case to discuss your concerns and we will do our best to resolve any issues at this stage. If you would like to make a formal complaint, then you can request a copy of our full complaints procedure. Making a complaint will not affect how we handle your case.

Relevant concerns can be raised with the [Solicitors Regulation Authority](#).

What do to if we cannot resolve your complaint

The Legal Ombudsman can help you if we are unable to resolve your complaint ourselves. They will look at your complaint independently and it will not affect how we handle your case.

Before accepting a complaint for investigation, the Legal Ombudsman will check that you have tried to resolve your complaint with us first. If you have, then you must take your complaint to the Legal Ombudsman:

- Within six months of receiving a final response to your complaint

and

- No more than six years from the date of act/omission; or
- No more than three years from when you should reasonably have known there was cause for complaint.

If you would like more information about the Legal Ombudsman, please contact them.

Contact details

Visit: www.legalombudsman.org.uk; Call: 0300 555 0333 between 9am to 5pm.

Email: enquiries@legalombudsman.org.uk; Legal Ombudsman PO Box 6806, Wolverhampton, WV1 9WJ