Scope of Work – Residential Purchase Transaction

We aim to be transparent about our costs and operate a fair and reasonable cost policy. We have given you a fee estimate and in 95% of cases this will be fee that is charged. In a small number of cases charges will vary. We will carry out the following work in relation to your purchase of the property:

Pre-Contract Stage

- Investigate the legal title to the property.
- Carry out appropriate searches (e.g., local authority, water and drainage, environmental searches).
- Review the contract pack received from the seller’s solicitors and raise any necessary enquiries.
- Advise you on legal restrictions, covenants, rights, obligations, and any factors affecting the property.
- Review and report on the results of the searches, highlighting any matters of concern.
- Advise you on the financial aspects of the transaction, including Stamp Duty Land Tax (SDLT) and any applicable reliefs.
- Advise on schemes such as Help to Buy, Lifetime ISAs

Mortgage and Finance (if applicable)

- Review and advise you on the terms of your mortgage offer.
- Act on behalf of your lender (if required) and ensure their conditions are satisfied.
- Explain your obligations under the mortgage deed and other finance-related documents.
- Obtain and review the source of funding information.

Exchange of Contracts

- Prepare the final contract for signature.
- Obtain your authority to proceed.
- Organise exchange of contracts, forward the deposit, and create a binding legal agreement to purchase.

Completion and Post-Completion

- Prepare the financial completion statement.
- Obtain mortgage funds (if applicable) and carry out pre-completion searches.

- Arrange transfer of completion funds to the seller's solicitors.
- Complete the transaction and ensure transfer of legal ownership.
- Pay SDLT on your behalf and submit the SDLT return to HMRC.
- Register your ownership (and any mortgage) at HM Land Registry.

Leasehold Purchase Transactions (if applicable)

- Review and report on the lease terms, highlighting any ground rent, service charges, and other leaseholder obligations.
- Review the Leasehold Property Enquiries (LPE1) form and associated management information.
- Check service charge accounts, reserve/sinking fund provisions, and any major works.
- Liaise with managing agents, landlords, or freeholders to obtain approvals or consents where necessary.
- Advise you on any service charge or ground rent apportionments due at completion.
- Settle any outstanding ground rent, service charges, or other leasehold payments due at completion.
- Ensure post-completion leasehold formalities are completed such as providing notices or Deeds of Covenant to the Landlord and/or Managing agents.

Matters Outside our Scope

- Survey and Property Condition: We do not provide advice on the physical condition of the property or its valuation. You should obtain a survey from a qualified surveyor before proceeding with the purchase.
- Taxation Advice (Other than SDLT): We do not provide advice on tax matters, including Capital Gains Tax, Inheritance Tax, or the tax implications of rental or investment properties. You should seek specialist tax advice if required.
- Financial or Investment Advice: We do not offer financial advice regarding the suitability of the purchase as an investment or its potential for future value appreciation.
- Planning and Building Regulations Compliance: We do not assess whether the property complies with planning permissions or building regulations beyond what is disclosed in searches and provided documentation.
- Boundary Disputes and Rights of Way: While we review title documents for rights affecting the property, we do not provide advice or representation in respect of any disputes concerning boundaries or rights of way unless separately agreed.
- Accuracy or Verification of Documents: We do not provide assurances or verification of any documents supplied to us by any third parties, including sellers, sellers solicitors, estate agents, managing agents, landlords or local authority.

Basis of Estimate

The fee quoted is given on the assumption that the transaction is a standard conveyancing transaction. If matters arise which fall outside of the standard transaction, then additional charges will apply to reflect the additional work involved. The fee has been calculated on the basis that;

- The property is currently held under a single title at HMLR with no title defects;
- The purchase will be on the basis of an unconditional contract and the property is sold with vacant possession;
- Completion takes place on the date agreed in the contract;
- A typical amount of correspondence or phone calls is required in order to complete
- There are no substantial delays or complications;
- We are not required to regularise any unauthorised alterations or additions to the property other than by putting in place a standard indemnity insurance policy;
- There are no Land Registry restrictions on the property in favour of third parties other than registered lenders;
- There is no Green Deal finance applicable to the property;
- Our advice or action in connection with post completion issues will be limited to routine work.

Additional Work and Costs

If additional work is required outside the scope of the services outlined above, this may be subject to additional fees. Examples include but are not limited to:

- Resolving complex title defects
- Dealing with urgent or expedited transactions.
- Drafting and negotiating additional legal documents not included within a standard purchase such as Statutory Declarations, Declarations of Trust, Deed of Variations, Lease Extension, Auction Purchases, Adverse Possession.
- Advising on complex purchases, such as purchase by companies or bridging finance transactions.

Any additional fees will be agreed with you in advance. Please see attached Additional Costs Schedule.

If you have any questions about the scope of our work, please do not hesitate to contact us.

MartinTolhurst
SOLICITORS

Additional Costs Schedule - Purchase

Help to Buy ISA	£50.00 + VAT per ISA
LISA (Lifetime ISA)	£50.00 + VAT per LISA
Transfer of Part/New Build	£399.00 + VAT
Equity Release Mortgage	£1,200.00 + VAT
Bridging Finance / Specialist Mortgages / Separate Lender Representation / Private Mortgages	£1,200.00 + VAT
Declaration of Trust (dealt with by our Specialist Team)	Starting from £500.00 + VAT
Company Purchase	£399.00 + VAT + other disbursements
I Am Sold Auction Purchase	£399.00 + VAT
I Am Sold Pre Auction Pack Report	£399.00 + VAT
Gifted Deposit	£100.00 + VAT per gift + other disbursements
Management Company (Freehold Property) - Purchase	£150.00 + VAT
Leasehold Transaction	£399.00 + VAT
Deed of Variation (Freehold)	£350.00 + VAT
Deed of Variation (Leasehold) (dealt with by our specialist Commercial Team)	£950.00 + VAT
Adverse Possession Application	£950.00 + VAT + Land Registry
Unregistered Land - First Registration	£350.00 + VAT
Lease Extension (dealt with by our specialist Commercial Team)	Starting from £995.00 + VAT
Repossession/Mortgagee in Possession	£150.00 + VAT
Staircasing / Final Staircasing	£350.00 + VAT

This schedule is not exhaustive. We may charge additional fees for work outside the usual scope due to unforeseen issues or the specific nature of your transaction. Where possible we will inform you in advance of the work being done.