



Scope of Work – Residential Sale 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 sale of the property:

Pre-Contract Stage

- Obtain the title documents for the property.
- Prepare and submit the draft contract package to the buyer's solicitors.
- Liaise with your mortgage lender (if applicable) to obtain a redemption statement for any existing mortgage.
- Assist you in completing the necessary property information forms, including: Property Information Form (TA6), Fittings and Contents Form (TA10), Leasehold Information Form (TA7) (if applicable).
- If leasehold, obtain and provide leasehold management information, including the Leasehold Property Enquiries (LPE1) form from the landlord or managing agent.
- Respond to pre-contract enquiries raised by the buyer's solicitors.

Exchange of Contracts

- Agree on the final terms of the contract.
- Arrange for you to sign the contract documents.
- Manage formal exchange of contracts and receive the buyer's deposit.
- Confirm the legally binding completion date with all parties.

Completion and Post-Completion

- Obtain the final mortgage redemption figure (if applicable) and arrange repayment on completion.
- Prepare a detailed completion statement outlining the distribution of funds.
- Receive the balance of the purchase price from the buyer's solicitors.
- Transfer legal ownership to the buyer.
- Authorise release of the keys to the buyer via the estate agent once funds are received.
- Pay any agreed estate agent fees from the sale proceeds (if applicable).



Leasehold Sale Transactions (if applicable)

- Obtain and provide full leasehold management information.
- Respond to any additional leasehold-specific enquiries raised by the buyer's solicitors.
- Ensure compliance with any landlord or management company requirements, such as Deed of Covenant, Licence to Assign etc.
- 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.

Matters Outside our Scope

- Valuation and Property Condition: We do not provide advice on the physical condition of the property or its valuation. You should seek advice from an independent surveyor or valuer.
- Taxation Advice: We do not provide advice on tax matters, including Capital Gains Tax, Inheritance Tax, or other tax consequences of your sale. Specialist tax advice should be obtained where applicable.
- Boundary Disputes and Legal Claims: We do not provide advice on any disputes relating to property boundaries or existing legal claims unless separately agreed.
- Leasehold Extension or Freehold Purchase: If your sale requires extending the lease or purchasing the freehold, this will be treated as a separate transaction outside this scope.

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 sale 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.
- The property is not subject to any freehold management company, managing agent or estate management arrangements.

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:

- Handling complex title defects.
- Urgent or expedited transactions requiring immediate action.
- Dealing with any pre-completion issues relating to outstanding charges, restrictions, or breaches of lease obligations.
- Drafting and negotiating additional legal documents not included within a standard sale such as Statutory Declarations, Statement of Truth, Deed of Variations, Lease Extension, and Adverse Possession applications.
- Advising on complex sales, such as sale by companies, matrimonial consent order.
- Dealing with a management company or managing agent on the sale of a freehold property and dealing with related enquiries.

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.

Additional Costs Schedule - Sale

Second Charge/2 nd Mortgage/Secured Loan/Help To Buy Loan/Interim Charging Orders	£175.00 + VAT per extra charge
Company Sale	£650.00 + VAT + other disbursements
Leasehold Transaction	£399.00 + VAT
Matrimonial Split Sale - Acrimonious splits / clients requiring separate correspondence	£250.00 + VAT
Statement of Truth/Statutory Declaration	£250.00 + VAT
Transfer of Part	£399.00 + VAT
I Am Sold Auction Sale	£399.00 + VAT
Adverse Possession Application	£950.00 + VAT + Land Registry fees
Deed of Variation (Freehold)	£350.00 + VAT
Deed of Variation (Leasehold) - Mortgagee protection clause only	£350.00 + VAT
Deed of Variation (Leasehold) - Complex amendments (dealt with by our specialist Commercial Team)	Starting from £995.00 + VAT
Lease Extension (dealt with by our specialist Commercial Team)	Starting from £995.00 + VAT
Unregistered Land - First Registration	£950.00 + VAT + Land Registry fees
Staircasing / Final Staircasing	£399.00 + VAT
Trust Cases	£850.00 + VAT
Management Company (Freehold Property) - Sale	£150.00 + 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.