

Residential Conveyancing

Service Information



Purchase of a Freehold Residential Property

Our fees cover all of the work* required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Stamp Duty or Land Tax (on purchase)

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website: <https://www.gov.uk/stamp-duty-land-tax> or if the property is located in Wales by using the Welsh Revenue Authority's website: <https://beta.gov.wales/welsh-revenue-authority>

How long will my house purchase take?

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. The average process takes between 8 -10 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if you are a first time buyer, purchasing a new build property with a mortgage in principle, it would depend on when the property is ready for you to occupy.

Key stages of the process

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, as a guide below are a few key stages as a guide:

- Take your instructions and give you initial advice;
- Client Care pack sent out detailing what we will require from you and next steps;
- Carry out searches;
- Make any necessary enquiries of seller's solicitors;
- Give advice on all documents and information received;
- Go through the conditions of the mortgage offer with you;
- Send final contract to you for signature;
- Agree completion date (date from which you own the property);
- Exchange contracts and notify you that this has happened;
- Sending transfer and other documents to you to sign;
- Arrange for all monies needed to be received from lender and you;
- Complete purchase;
- Deal with payment of Stamp Duty/Land Tax.

Purchase of a Leasehold Residential Property

Our fees cover all of the work* required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. There are certain disbursements which will be set out in the individual lease relating to the Property. The disbursements which we anticipate will apply are set out in the pricing document. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

Ground Rent/Service Charges

You should be aware that ground rent and service charge are likely to apply throughout your ownership of the property. We will confirm the ground rent and the anticipated service charge as soon as we receive this information.

Stamp Duty or Land Tax (on purchase)

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website: <https://www.gov.uk/stamp-duty-land-tax> or if the property is located in Wales by using the Welsh Revenue Authority's website: <https://beta.gov.wales/welsh-revenue-authority>

How long will my house purchase take?

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. The average process takes between 10 - 12 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if you are a first time buyer, purchasing a new build property with a mortgage in principle, it would depend on when the property is ready for you to occupy. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, as the lease extension will have to be negotiated with the landlord. In such a situation additional charges would apply.

Key stages of the process

The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances. However, as a guide below are a few key stages as a guide:

- Take your instructions and give you initial advice;
- Client Care pack sent out detailing what we will require from you and next steps;
- Carry out searches;
- Make any necessary enquiries of seller's solicitors including leasehold enquiries;
- Give advice on all documents and information received;
- Go through the conditions of the mortgage offer with you;
- Send final contract to you for signature;
- Draft transfer;
- Advise you on joint ownership;
- Obtain pre-completion searches;

- Agree completion date (date from which you own the property);
- Exchange contracts and notify you that this has happened;
- Sending transfer and other documents to you to sign;
- Arrange for all monies needed to be received from lender and you;
- Complete purchase;
- Deal with payment of Stamp Duty/Land Tax;
- Serving notice of your purchase on your Landlord;
- Deal with application for registration at Land Registry.

Sale of a Freehold/Leasehold Property

Our fees cover all of the work* required to complete the sale of your property, including Redemption of any existing mortgage on the property. If you are selling a leasehold property we are required to request a leasehold pack from your Management Company or Freeholder. They are likely to charge you for sending this pack and as this is a third party charge and the costs may vary, we are unable to include this in any quotation, so please bare this in mind and add this to your quote once you know what fees are involved.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

How long will my house sale take?

How long it will take for your sale to complete will depend on a number of factors. It can be quicker or slower, depending on the parties in the chain. The average process takes between 8 – 10 weeks if it is freehold and longer if it is leasehold.

Key stages of the process

The precise stages involved in the sale of a residential property vary according to the circumstances. However, below are a few key stages as a guide:

- Take your instructions and give you initial advice;
- Client Care pack sent out detailing what we will require from you and next steps;
- Sending Protocol documents to you for you to sign;
- Obtaining the landlord's pack if the property is leasehold;
- Sending the contract pack to the buyers solicitors;
- Assisting you in responding to any enquiries that might be sent by the buyers solicitors;
- Send final contract to you for signature;
- Agree completion date (date the property is transferred to new owners);
- Exchange contracts and notify you that this has happened;
- Preparing completion statement including apportioning ground rent and service charges if payable;
- Arranging for you to sign the transfer and any other documents;
- Completing;
- Arrange for all monies required to redeem any existing mortgage to be sent to the mortgage provider;
- Sending the title documents to the buyers solicitors.

Re-mortgages

Our fees* cover all of the work required to complete your re-mortgage including redemption of any existing mortgage on the property.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

How long will my re-mortgage take?

How long your re-mortgage will take to complete will depend on a number of factors including you obtaining your new mortgage and you lenders requirement for searches.

Stages of the process

- Take your instructions and give you initial advice;
- Client Care pack sent out detailing what we will require from you and next steps;
- Carry out searches, if required;
- Give advice on all documents and information received;
- Go through the conditions of the mortgage offer with you;
- Draft mortgage deed and ask you to sign this;
- Advise you on joint ownership;
- Obtain pre-completion searches;
- Agree re-mortgage date;
- Exchange contracts and notify you that this has happened;
- Arrange for all monies needed to be received from lender and you;
- Complete purchase and the redeeming of your existing mortgage;
- Serving notice of your re-mortgage on your Landlord (if you have one);
- Deal with application for registration at Land Registry.

*Our fees assume that:

1. This is standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction;
2. This is the assignment of an existing lease and is not the grant of a new lease;
3. The transaction is concluded in a timely manner and no unforeseen complications arise;
4. All parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation;
5. No indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

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