

Your house is the most important purchase you are ever likely to make and it is important to us that all aspects of it are fully explained to you. We offer a personal service at Scott Duff & Co, and like to meet with you where possible to discuss the details of your property transaction.

Details of our fees including key stages and time scales can be found using the links below however these figures and time scales may vary depending on the Property and your individual circumstances. That is why we will always give you a bespoke cost estimate at the start of your transaction, taking into account the individual features of your case. We will always advise you immediately about any complication, and discuss the potential impact on price before any additional charges are incurred.

For a full quote, please contact one of our offices for a detailed breakdown of the fees and disbursements specific to your transaction.

For details of fees, key stages and timescales click on the appropriate link below

[Purchase of a Residential freehold property](#)

[Sale of a freehold residential property](#)

[Purchase of a leasehold residential property](#)

[Sale of a leasehold residential property](#)

[Re-mortgage and/or Transfer of Equity](#)

## Purchase of a Residential freehold property

Our fees cover all of the work required to complete the purchase of your new home, including dealing with registration of the Property at the Land Registry and 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 is in Wales.

### **Scott Duff fees and disbursements**

- Our legal fees start from £850 up to £5,000 inclusive of VAT dependent on the purchase price and other complicating factors, for example dealing with a substantial historic building or unregistered land
- Our basic search package starts at £250 inclusive of VAT for a local authority search, water & drainage and environmental search
- HM Land Registry fee is dependent on the purchase price
- Electronic money transfer fee from £6 to £18 inclusive of VAT

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**

This depends on the purchase price of your property and your personal circumstances. You can calculate the amount you will need to pay by using [HMRC's website](#) or if the property is located in Wales [by using the Welsh Revenue Authority's website here.](#)

### **Stages of the process**

The precise stages involved in the purchase of a residential property vary according to the circumstances but generally include the following:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Meet with you to discuss the paperwork and sign contract documents
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

### **How long will my property transaction 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 8-12 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 could take 8 weeks. However, if you are buying a leasehold property, this can take significantly longer, between 12 and 16 weeks. In such a situation, additional charges may apply.

Our fees assume that:

- this is a 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
- the transaction does not involve multiple mortgages
- there are no joint ownership issues which need to be resolved. If a Trust Deed or similar document is required relating to joint ownership of the property we will provide a cost estimate specific to your requirements
- If the property is leasehold, this is the assignment of an existing lease and is not the grant of a new lease
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

## Sale of a freehold residential property

Our fees cover all the work required to complete the sale of your home including the redemption of a mortgage.

### **Conveyancer's fees and disbursements**

- Our legal fees start from £800 up to £3,600 inclusive of VAT dependent on the sale price and other complicating factors for example dealing with a substantial historic building on unregistered land dealing with unexpected errors on your land registry title
- HM Land Registry title documents typically £21 (£7 per item)
- Electronic money transfer fee from £6 to £18 inclusive of VAT

### **Stages of the process**

The precise stages involved in the sale of a residential property vary according to the circumstances but generally include the following:

- Take your instructions and give you initial advice
- Draft contract documents
- Carry out identification searches
- Deal with any necessary enquiries of purchaser's solicitor
- Meet with you to discuss the paperwork and sign contract documents
- Agree completion date
- Exchange contracts and notify you that this has happened
- Complete sale

### **How long will my property transaction take?**

How long it will take from the issue of the sale notice until completion will depend on a number of factors. The average process takes between 8-12 weeks. It can be quicker or slower, depending on the parties in the chain. For example, if you have a first time buyer with a mortgage already arranged it could take 8 weeks. However, if you are buying a leasehold property, this can take significantly longer, between 12 and 16 weeks. In such a situation, additional charges may apply.

Our fees assume that:

- this is a 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
- the transaction does not involve multiple mortgages
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

### Purchase of a leasehold residential property

Our fees cover all the work required to complete the purchase of your new home, including dealing with registration at the Land Registry and 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 is in Wales).

### **Conveyancer's fees and disbursements**

- Our legal fees start from £850 up to £5,000 inclusive of VAT dependent on the purchase price and other complicating factors for example dealing with a difficult freeholder and a separate management company
- Our basic search package starts at £250 inclusive of VAT for a local authority search, water & drainage and environmental search
- HM Land Registry fee is dependent on the purchase price
- Electronic money transfer fee from £6 to £18 inclusive of VAT

Disbursements are costs related to your matter that are payable to third parties, such as search 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 separately below. 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.

- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £36 to £300 inclusive of VAT.
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £36 and £240 inclusive of VAT.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £60 and £180 inclusive of VAT.
- Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £60 and £180 inclusive of VAT.

These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

You should also 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 this we receive this information.

### **Stamp Duty or Land Tax**

This depends on the purchase price of your property and your personal circumstances. You can calculate the amount you will need to pay by using [HMRC's website](#) or if the property is located in Wales by using the [Welsh Revenue Authority's website](#).

## **Stages of the Process**

The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances but generally include the following:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on the lease and other contract documents
- Carry out searches
- Obtain further information on service charges and rent
- Make any necessary enquiries of seller's solicitor
- Meet with you to discuss the paperwork and sign contract documents
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Give formal notice to the Landlord/Management Company
- Deal with application for registration at Land Registry

## **How long will my property transaction 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 8-12 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 could take 8 weeks. However, if you are buying a leasehold property, this can take significantly longer, between 12 and 16 weeks. In such a situation, additional charges may apply.

Our fees assume that:

- this is a 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
- the transaction does not involve multiple mortgages
- there are no joint ownership issues which need to be resolved. If a Trust Deed or similar document is required relating to joint ownership of the property we will provide a cost estimate specific to your requirements
- If the property is leasehold, this is the assignment of an existing lease and is not the grant of a new lease
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

## Sale of a leasehold residential property

Our fees cover all the work required to complete the sale of your home including the redemption of a mortgage.

### **Conveyancer's fees and disbursements**

- Our legal fees start from £800 up to £3,600 inclusive of VAT dependent on the sale price and other complicating factors
- HM Land Registry title documents typically £28 (£7 per item)
- Electronic money transfer fee from £6 to £18 inclusive of VAT

There may be fees due to the Landlord/Managing Agents for providing a sales pack to the buyer's solicitors

### **Stages of the process**

The precise stages involved in the sale of a residential property vary according to the circumstances but generally include the following:

- Take your instructions and give you initial advice
- Obtain Leasehold Management Pack if applicable
- Draft contract documents
- Carry out identification searches
- Deal with any necessary enquiries of purchaser's solicitor
- Meet with you to discuss the paperwork and sign contract documents
- Agree completion date
- Exchange contracts and notify you that this has happened
- Complete sale

### **How long will my property transaction take?**

How long it will take from the issue of the sale notice until completion will depend on a number of factors. The average process takes between 8-12 weeks. It can be quicker or slower, depending on the parties in the chain. For example, if you have a first time buyer with a mortgage already arranged it could take 8 weeks. However, if you are buying a leasehold property, this can take significantly longer, between 12 and 16 weeks. In such a situation, additional charges may apply.

Our fees assume that:

- this is a 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
- the transaction does not involve multiple mortgages
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation

- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.



### Remortgage and/or Transfer of Equity

Our fees cover all the work required to complete the re-mortgage and/or transfer of equity including the redemption of any mortgage.

#### **Conveyancer's fees and disbursements**

- Our legal fees start from £500 up to £750.00 inclusive of VAT dependent on the value of the property
- HM Land Registry title documents typically £21 (£7 per item)
- Electronic money transfer fee from £6 to £18 inclusive of VAT
- HM Land Registry fee is dependent on the property value

#### **Stages of the process**

The precise stages involved in the purchase of a residential property vary according to the circumstances but generally include the following:

- Take your instructions and give you initial advice
- Check finances are in place to fund the transaction and contact lender's solicitors if needed
- Carry out identify searches
- Meet with you to discuss the paperwork and sign any necessary documents
- Agree completion date (date on which the transaction will take place)
- Arrange for all monies needed to be received from lender and you if applicable
- Complete transfer or re-mortgage
- Pay or receive any monies involved in the transaction
- Deal with application for registration at Land Registry

#### **How long will my property transaction take?**

How long it will take for the work to be completed on a re-mortgage or transfer of equity will depend on a number of factors. The average process takes between 6-10 weeks. The process may take longer depending on your Lender and any particular requirements they might have.

Our fees assume that:

- this is a standard transaction and that no unforeseen matters arise
- the transaction does not involve multiple mortgages
- there are no joint ownership issues which need to be resolved. If a Trust Deed or similar document is required relating to joint ownership of the property we will provide a cost estimate specific to your requirements
- the transaction is concluded in a timely manner and no unforeseen complications arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

