

Our policy on price and service transparency

To spare you unwanted surprises during the course of your transaction we shall give you an estimate of likely costs and disbursements before you instruct us.

We shall work within the estimated cost unless your matter is more complex or it is difficult to know in advance what will be involved. In such scenarios, we may let you know in advance and agree an hourly rate with you.

We will inform you if we identify any additional work which will need to be done to successfully conclude your matter.

Freehold – sale and purchase

How much will the work cost?

Fixed fees

Generally, solicitors charge a fee proportionate to the value of the property, so the cost of the work depends on the transaction premium, together with a number of factors (e.g. the complexity of the title and third-party involvement).

Our fees range from £1,250 plus VAT to £1,450 plus VAT for the sale and £1,350 to £1,550 for purchase of a freehold property priced at £500,000.

Hourly rates

In some cases, it may be necessary to agree an hourly rate, if it is impossible to give you an accurate estimate of the likely costs involved with the transaction.

Hourly rates are based on the qualification and experience of your legal representative.

At present these rates are:

Partner	£350 per hour
Assistant Solicitor	£250 per hour
Trainee Solicitor/Paralegal	£150 per hour

All professional costs, whether fixed fee or hourly rate, are subject to VAT.

Could the costs change?

It is important to us that you only pay for the service you receive, so, for example, a simple house sale with one standard mortgage to redeem will cost less than a complex legal title involving more than one lender.

Some factors which may potentially increase the cost of the service are:

- when the legal title is defective;
- when the title is unregistered;
- when there is a management company that we need to engage with to obtain a deed of covenant or a consent to the sale;
- when we need to comply with a restriction on the title;
- when we discover that the correct consents have not been obtained for alteration works;
- when you have more than one mortgage secured against the property;
- when you are selling through an auction or have tight deadlines to meet;
- when documents or information are requested from you or any other party, which requires our work to be duplicated.
- when the property is subject to a rent charge;
- when you are obtaining financial contributions from third parties;
- when you are purchasing under the help to buy scheme or using a complex funding arrangement;
- when you have the benefit of a Help to Buy ISA;
- when you are purchasing through an auction or from a lender under a power of sale, with tight deadlines to meet;
- when the property is a new build or is being transferred out of an existing title.

Disbursements

Disbursements are charges imposed by third parties which are applicable to your transaction, and which we will pay on your behalf. These costs are fixed by the third-party supplier and we cannot change them.

HM Land Registry fees

If you are selling a property we will need to obtain official copies of each title document relating to your property. These can be obtained from HM Land Registry and documents generally cost £3 each (not subject to VAT).

Please refer to HM Land Registry for the relevant rates if you are purchasing a property.

Telegraphic transfer fee

The charge imposed by Lee & Kan Solicitors (which includes the cost payable by us to the bank) is £15.00 plus VAT.

Stamp duty land tax – purchase only

Please refer to HM Revenue and Customs for the relevant rates.

Searches – purchase only

These costs are not fixed. Third-party search providers charge a fee for their service and each authority will have its own fee scale. In general, we require at least £500 from clients to cover the costs of searches. Please note that any variation in fee scale is accounted for on your completion statement during the course of the transaction.

Some searches are subject to VAT as required by HMRC.

What we will do for you

We will provide a breakdown of what our fees include in our client care letter, wherein we shall detail the scope of the work to be undertaken on your behalf.

How long will it take?

In general, your sale should take between four and six to eight weeks to complete. However, this depends on numerous factors, including the time it takes for the buyer to obtain search results and the co-operation of all parties.

In the event you are in a 'chain', dates will need to be agreed with all parties. Please note that a chain can only proceed once the chain is complete and this may depend on when the last person joins it.

Are there any exclusions?

Please be aware that the information above relates to residential conveyancing for individuals selling their own property. If any of the circumstances below are applicable, it is likely to involve additional work or you may require advice from another department within the practice:

- where you are selling a tenanted property;
- where you are acting in your capacity as director of a company and/or require the discharge of any company mortgages at Companies House;
- where the property you are selling is to be transferred out of an existing title and documents need to be drafted or negotiated;
- where you are selling the property as an executor or acting as an attorney under a lasting power of attorney.

Overview of the conveyancing process for Freehold transactions

Lee & Kan Solicitors will the Law Society Conveyancing Protocol, which is designed to make the conveyancing process as straightforward as possible.

In the event that you are **selling** a Freehold property, the standard conveyancing process will include the following:

- Where the title to your property is unregistered, we will require that you supply your title deeds. However, in the likely event that your property is registered, we can obtain title documents from HM Land Registry electronically.

- Once you have instructed us to proceed, we will send to you the relevant forms for completion.
- Once we have received your completed paperwork and we are satisfied that there is nothing else we require, we will prepare the contract pack for the buyer's solicitors.
- Once the other side is in a position to proceed, we shall discuss with you and agree with the other side a suitable completion date for your sale. Please note that if you have a related purchase, we will also need to agree this date with your seller's solicitor.
- Once contracts have been exchanged there is a legally binding agreement for the sale of your property to the buyer. Exchanging contracts means that you will have to complete on the date agreed in the contract.
- On the completion date, we will inform you when the sale proceeds are received and advise your estate agent (if applicable) and pay their account. We will also pay off any mortgage which you have secured on your property. Finally, we will either return the net proceeds to you or apply those funds to your related purchase.

In the event that you are **purchasing** a Freehold property, the standard conveyancing process will include the following:

- As soon as we have received a memorandum of sale, or details of the transaction if your matter is a private matter, we will ask you to provide evidence of your identity, to provide evidence of your source of funding and to transfer us funds to enable us to commence searches.
- Subsequently, the other side will supply us with a contract pack, including title deeds to the property, a plan, protocol forms, a contract and the energy performance certificate.
- We will investigate title to the property, order searches, approve the contract and draft the transfer deed. It is at this point that we will also raise any relevant enquiries with the other side so that we can report to you in full.
- Once we have received your mortgage offer (if applicable), searches and replies to enquiries, we will provide you with our written report on title for you to peruse and consider.
- We will also send you a contract and transfer deed to sign or, alternatively, you can attend the office to sign them.
- When all parties are in a position to proceed, we will exchange contracts. This is the point at which the agreement is binding. After exchanging contracts, you cannot pull out of the transaction without being penalised.
- We will order your mortgage advance (if applicable), or ask you to transfer us funds for any balance required to complete.
- On the completion date, funds will be transferred to the other side and once completion has taken place, we will inform you and the selling agents so that keys can be released.
- Post completion we will submit your stamp duty land tax return to HM Revenue and Customs (please note that a land transaction return will be submitted to Welsh Revenue Authority if your property is located in Wales) and pay any tax owed.
- We will proceed to register you as owner with HM Land Registry and supply you with evidence once HM Land Registry has completed our application.

Leasehold – sale and purchase

How much will the work cost?

Fixed fees

Our fees range from £1,500 plus VAT to £1,750 for the sale £1,600 to £1,800 plus VAT or purchase of a leasehold property priced at £500,000.

Hourly rates

Please refer to the Freehold section above.

In what circumstances could the costs change?

It's important to us that you only pay for the service you receive. By way of an example, a simple flat sale with one standard mortgage to redeem will cost less than selling a property with a complex leasehold title, involving more than one lender and a management company. Moreover, on the sale of a leasehold property we will be required to obtain a Leasehold Information Pack, the cost of which differs between different managing agents. It is imperative that you budget with this in mind and consider that there are costs that we do not know but will be payable.

Some factors which could typically increase the cost of the service you require are:

- where the legal title is defective, the lease needs to be extended or a deed of variation is required;
- where this is the assignment of an existing lease and is not the grant of a new lease;
- where the title is unregistered;
- where there is an intermediary leasehold title;
- where there is a management company that we need to engage with to obtain a pre-sale pack or to obtain a consent to the sale;
- where there is a freeholder with whom we need to engage in order to obtain a pre-sale pack or obtain consent to the sale;
- where we need to comply with a restriction on the title;
- where we discover that the correct consents have not been obtained for alteration works;
- where you have more than one mortgage secured against the property;
- where you are selling through an auction or have tight deadlines to meet;
- where documents or information are requested from you or any other party, which requires our work to be duplicated.

Disbursements

HM Land Registry fees

Please refer to the Freehold section above.

Telegraphic transfer fee

Please refer to the Freehold section above.

Stamp duty land tax – purchase only

Please refer to the Freehold section above.

Searches – purchase only

Please refer to the Freehold section above.

Other disbursements – sale only

If you are selling a leasehold property, there are often additional charges payable to third parties such as the freeholder or a management company. Examples of these are:

- management/pre-sale pack;
- certificate of consent;
- deed of covenant;
- application to join a management company;
- transfer of a share certificate in the management company.

The above fees vary from property to property and depending on the freeholders, landlords and managing agents. We will let you know what these third parties charge when we have engaged with them. These charges may or may not be subject to VAT.

Other disbursements – purchase only

If you are buying a leasehold property, there may be additional charges payable on completion to third parties such as the freeholder or a management company. Examples of these are:

- deed of covenant;
- certificate of compliance;
- notice of transfer and/or charge;
- share certificate costs;
- apportionments of ground rent and/or service charge.

The above fees vary from property to property and depending on the freeholders, landlords and managing agents. We will let you know about your charges when we receive the ‘pre-sale pack’ which is supplied by the sellers. These charges may or may not be subject to VAT.

Service charges and ground rent may also be payable so we will let you know the anticipated charges when we receive this information.

What we will do for you

We will provide a breakdown of what our fees include in our client care letter, wherein we shall detail the scope of the work to be undertaken on your behalf.

How long will it take?

In general, your sale should take between four and six weeks to complete. However, this depends on numerous factors, including the time it takes for the buyer to obtain search results and the co-operation of all parties. If a pre-sale pack is required from a management company, it can take much longer to complete than the standard four to six weeks.

If you are in a 'chain', any dates will need to be agreed with all parties.

In what circumstances will the above matters not apply to me?

Please be aware that the information above relates to residential conveyancing for individuals selling their own property. If any of the circumstances below are applicable, it is likely to involve additional work or you may require advice from another department within the practice:

- where you are selling a tenanted property;
- where you are acting in your capacity as director of a company and/or require the discharge of any company mortgages at Companies House;
- where the property you are selling is to be transferred out of an existing title and documents need to be drafted or negotiated;
- where you are selling the property as an executor or acting as an attorney under a lasting power of attorney.

Overview of the conveyancing process for Leasehold transactions

Lee & Kan follow the Law Society Conveyancing Protocol, which is designed to make the conveyancing process as straightforward as possible.

In the event that you are **selling** a Leasehold property, the standard conveyancing process will include the following:

- Where the title to your property is unregistered, we will require that you supply your title deeds. However, in the likely event that your property is registered, we can obtain title documents from HM Land Registry electronically.
- Once you have instructed us to proceed, we will send to you the relevant forms for completion.
- Once we have received your completed paperwork, requested, paid for and received the Leasehold Information Pack and are satisfied that there is nothing else we require, we will prepare the contract pack for the buyer's solicitors.
- Once the other side is in a position to proceed, we shall discuss with you and agree with the other side a suitable completion date for your sale. We will obtain up-to-date figures to enable us to calculate apportionments and prepare a completion statement showing the amount due from the other side. Please note that if you have a related purchase, we will also need to agree this date with the other side.
- Once contracts have been exchanged there is a legally binding agreement for the sale of your property to the buyer. Exchanging contracts means that you will have to complete on the date agreed in the contract.
- On the completion date we will inform you when the sale proceeds are received and advise your estate agent (if applicable) and pay their account. We will also pay off

any mortgage which you have secured on your property. Finally, we will either return the net proceeds to you or apply those funds to your related purchase.

In the event that you are **purchasing** a Leasehold property, the standard conveyancing process will include the following:

- As soon as we have received a memorandum of sale, or details of the transaction if your matter is a private matter, we will ask you to provide evidence of your identity, to provide evidence of your source of funding and to transfer us funds to enable us to commence searches.
- Subsequently, the other side will supply us with a contract pack, including title deeds to the property, a plan, protocol forms, a contract and the energy performance certificate.
- We will investigate title to the property, order searches, approve the contract and draft the transfer deed. It is at this point that we will also raise any relevant enquiries with the other side so that we can report to you in full.
- Once we have received your mortgage offer (if applicable), searches, replies to enquiries and the Leasehold Information Pack, we will provide you with our written report on title for you to peruse and consider.
- We will also send you a contract and transfer deed to sign or, alternatively, you can attend the office to sign them.
- When all parties are in a position to proceed, we will exchange contracts. This is the point at which the agreement is binding. After exchanging contracts, you cannot pull out of the transaction without being penalised.
- We will order your mortgage advance, or ask you to put us in funds for any balance required to complete.
- On the completion date, funds will be transferred between solicitors and once completion has taken place, we will notify you and the selling agents so that keys can be released to you.
- On completion, we shall serve notice on the freeholder and/or managing agents advising them that you are the new owner.
- Post completion we will submit your stamp duty land tax return to HM Revenue and Customs (please note that a land transaction return will be submitted to Welsh Revenue Authority if your property is located in Wales) and pay any tax owed.
- We will proceed to register you as owner with HM Land Registry and supply you with evidence once HM Land Registry has completed our application.

Mortgages and remortgages

How much will the work cost?

Fixed fees

Our fees is charged as a percentage of the mortgage advance which means the fees depends on the amount that you borrow subject to the same circumstances as set out above in the purchase. In addition every lender may have its own requirements or modifications of the Mortgage Lenders Hand Book.

Our fees if only acting for the lender based on a mortgage of £200,000 will be in the region of £650 plus VAT. The disbursements are as set out above in the purchase other than in the case of re-mortgage then no stamp duty land tax is payable.

Hourly rates

Please refer to the Freehold section above

In what circumstances may the costs change?

It is important to us that you only pay for the service you receive, so, by way of an example, a simple transaction involving a freehold property and a standard mortgage will cost less than a leasehold property being mortgaged to a lender who requires us to undertake far more detailed reporting on their behalf.

Some factors which may increase the cost of the service are:

- where the legal title is defective;
- where the title is unregistered;
- where there is a management company that we need to engage with to ensure compliance with any regulations which may apply;
- where we need to obtain a certificate of compliance for a restriction on the title;
- where the property is subject to a rent or estate charge;
- where we discover that the correct consents have not been obtained for alteration works;
- where you are redeeming a help to buy loan;
- where your mortgage lender asks us to comply with additional requirements other than submitting a standard certificate of title on completion;
- where documents or information are requested from you or any other party, which requires our work to be duplicated;
- where you are mortgaging only part of your property.

Disbursements

HM Land Registry fees

Please refer to the Freehold section above.

Searches

It is possible that your lender might require a full set of searches to be undertaken. These costs are not fixed. Third-party search providers charge a fee for their service and each authority will have its own fee scale. In general, we require at least £500.00 from clients to cover the costs of searches. It may be that the lender does not require searches but will accept search indemnity insurance. Any variation is accounted for on your completion statement during the course of the transaction.

Some searches are subject to VAT.

Telegraphic transfer fee

Please refer to the Freehold section above.

What we will do for you

We will provide a breakdown of what our fees include in our client care letter, wherein we shall detail the scope of the work to be undertaken on your behalf.

How long will it take?

Typically, the work should take between two and four weeks to complete but this is dependent on numerous factors, such as the speed of your searches and the co-operation of all parties.

In what circumstances will the above matters not apply to me?

Please be aware that the information above relates to residential conveyancing for individuals selling their own property. If any of the circumstances below are applicable, it is likely to involve additional work or you may require advice from another department within the practice:

- where you require a transfer of equity as part of the transaction;
- where the property is a buy-to-let;
- where you own the property in a limited company or a partnership;
- in the case of Help to Buy loans.

Overview of the conveyancing process for mortgages/remortgages

Where you are at the end of your fixed-rate with your current lender and want to change to a more favourable rate with a different lender, or want to extract some equity from your property, you may decide to remortgage.

We suggest that you take advice from a suitably qualified advisor prior to proceeding to ensure the product you choose meets your needs.

When we have received your new mortgage offer, we will investigate title to your property to make sure that it satisfies your new lender's requirements. It may be necessary to carry out searches and investigations and, in the event that you already have a mortgage secured against your property, we will contact the current lender to obtain a redemption figure.

On the completion date, we will obtain the advance from your new lender, pay off your existing lender and proceed to register the new charge against your property at HM Land Registry.

Who will act for me?

We will take care to ensure that your transaction is dealt with by an appropriately experienced and qualified member of the conveyancing team. Irrespective of who is acting on your behalf, they will be supervised by our senior partner Mr Dominic Lee.

Probate

Scope of Work

Probate or in the case the deceased died without a will, Letters of Administration involves mainly to collate all the information of deceased's estate including property valuation, obtaining balances of bank accounts, valuation of investments and other movable properties etc. This may need to work in conjunction with an accountant or tax specialist.

Moreover, all the liabilities of the deceased are required to be ascertained such as his outstanding loans, money owed to third party.

Depending on the size of the estate, accountant advice whether to prepare Deed of Family Arrangement and if need be to have one prepared.

Unless it is an Excepted Estate where no Inheritance Tax is payable a short version of Inland Revenue Account is to be prepared. Otherwise a full Inland Revenue Account IHT400 is required to be prepared and submitted to HMRC.

Preparation of Oath for the Personal Representative and submission to the Probate Registry for the Grant of Representation.

You may of course take over the distribution of the estate after Grant of Representation has been extracted. This means our retainer is completed. If you require us then will shall arrange for the distribution and filing final returns.

Responsibility for the work

The work is carried out by an assistant and supervised by a partner. In case the assistant is unable to help you himself when you discuss the matter with him, he will be pleased to take a message for you.

The partner of this firm with ultimate responsibility for this matter is Dominic Lee. We aim to offer all our clients an efficient and effective service and I am confident that we will do so.

Fees

Hourly rates are based on the qualification and experience of your legal representative.

At present these rates are:

Partner	£350 per hour
Assistant Solicitor	£250 per hour
Trainee Solicitor/Paralegal	£150 per hour

All professional costs, whether fixed fee or hourly rate, are subject to VAT.

Alternatively if you prefer, our fees will contain an element based on the value of the estate. we shall charge. This is because the value is a reflection of the importance of the matter and consequently, the responsibility on the firm. Therefore, we will also charge 0.2% of the gross value of the estate then our hourly charge is reduced to £225.00 per hour. We can before you instruct us based on the information about the estate that you provided give an estimate the hours work will be required as it may involve an application to the Probate Registry.

There will also be certain additional expenses (known as disbursements) such as court fees and charges for the official copies of the grant documents which we shall be obtaining for you from the court.

The charges that we quoted or estimated will only cover the work that has been instructed to undertake as briefly set out above. If we are instructed to undertake further work we would need to make additional charges and we shall inform you of what these charges would be.

Immigration

Scope of Work

The scope of the work we may undertake for an immigration case could include:

- Providing legal services including all attendances, taking instructions from you and your client via telephone calls, meetings and emails.
- Completing the online application form, assessment form and covering letter as requested by UKVI.
- Making the biometric appointment on behalf of the applicant.
- Paying all UKVI and IHS fees online on behalf of the applicant.
- Preparing the supporting document checklist for each applicant as per the type of application.
- Reviewing all supporting documents provided by applicant.
- Advising throughout taking all due care and conduct.
- Answering the applicant's enquiries throughout the process and corresponding with UKVI if required.
- Obtaining updates on the progress of the application from UKVI and reporting the same to the applicant.
- Preparing the application bundle and uploading all the relevant documents to UKVI's online portal.

Fees

The following is a list of the legal fees we charge for different types of immigration applications:

1. Student Visa: £1,000 – NO VAT for outside country application
2. Tier 1 Investor (entry clearance): £15,000 per applicant – NO VAT for outside country application

3. Tier 1 Investor (extension): £15,000 plus VAT per applicant
4. Tier 5 Youth Mobility: £1,000 – NO VAT for outside country application
5. Tier 2 Sponsorship License: £6,000 plus VAT for the employer
6. British Spouse Visa (entry clearance): £2,500 – NO VAT for outside country application
7. British Dependent Visa (entry clearance): £2,000 – NO VAT for outside country application
8. British Spouse Visa (extension): £2,000 plus VAT
9. British Dependent Visa (extension): £1,500 plus VAT
10. 10 Years Settlement: £2,000 plus VAT
11. 5 Years Settlement: £1,500 plus VAT
12. Sole Representative: £8,000 – NO VAT for outside country application
13. Citizenship application: £800 plus VAT
14. EU Spouse application (entry clearance): £2,000 – NO VAT for outside country application
15. EU Spouse (extension): £1,500 plus VAT