

## Conveyancing (residential and commercial) pricing guide

This guide is intended for individuals instructing us to carry out:

- Freehold sale or purchase of residential property;
- Leasehold sale or purchase of residential property, or
- Mortgages or re-mortgages of residential property.

**Kindly note that the information provided below applies solely to the specific circumstances outlined. Unless a fixed fee is explicitly stated to be applicable to all cases of that type, the details are intended as a general guide. Please contact us for a tailored fee proposal based on your unique facts and circumstances.**

This type of work is overseen by Mrs Serpil Ersan, our Managing Director and Solicitor

### Qualifications and experience:

#### **Mrs Serpil Ersan – Managing Director, Partner and Solicitor – Grade A**

Mrs Serpil Ersan is the head of our team and has many years of experience in conveyancing and has been working in this area since 2012.

Mrs Serpil Ersan qualified as a solicitor on 15/10/2001 after obtaining her degree from Ankara University and has furthered her education by completing the Graduate Diploma in Law and the Legal Practice Course at the College of Law She completed her training contract at Levenes Solicitors before founding Ersan and Co Solicitors in 2008.

### Our fees:

We charge either by way of agreed fixed fee or on the basis of time spent on your matter. Our fees are calculated by reference to our standard hourly rates.

### Hourly rates:

	£ excl VAT at 20%	£ incl VAT at 20%
Grade D - Paralegal	£143 / hour	£171.60 / hour
Grade D - Trainee	£143 / hour	£171.60 / hour
Grade C – Solicitor / legal executive (less than 4 years experience)	£204 / hour	£244.80 / hour
Grade B - Senior Solicitor (4 or more years experience)	£256 / hour	£307.20 / hour
Grade A - Partner	£312 / hour	£374.40 / hour

All of our services attract VAT at the standard rate of 20%. Some individuals permanently resident abroad may not be required to pay VAT depending on your circumstances. Please let us know if you are permanently resident outside of the United Kingdom.

### Initial Consultation & Assessment:

Fee: £100 - £300 excl VAT (£120 - £360 incl VAT).

This fee may be waived if you proceed with full services as listed below in the tables.

**Please note:** While the hourly rates above have been provided, the majority of our fees for residential property transactions are fixed fees determined based on our fee scale – **please see below for further details.** We encourage you to contact us for a tailored quote based on your specific facts and circumstances.

Our fees cover all the legal work required to complete your transaction, including acting for your mortgage lender (where applicable). For property purchases (freehold and leasehold), this includes registering the property at the Land Registry and managing the payment of Stamp Duty Land Tax (SDLT) in England or Land Transaction Tax (LTT) in Wales.

### **Our fee scales**

The conveyancing Fee scale shows the sums we will charge for our fees for conveyancing matters effective from January 2025

Property value up to	Freehold				Leasehold			
	Sale excl VAT	Sale incl VAT	Purchase excl VAT	Purchase incl VAT	Sale excl VAT	Sale incl VAT	Purchase excl VAT	Purchase incl VAT
£100,000	From £2000	From £2400	From £2000	From £2400	From £2000	From £2400	From £2000	From £2400
£100,001 and above	From £3000	From £3600	From £3000	From £3600	From £3000	From £3600	From £3000	From £3600

### **Affordable Housing**

The firm does not handle transactions involving Affordable Housing.

### **Re-mortgage**

The firm does not handle transactions involving re-mortgages.

### **Transfer of equity**

	(incl VAT at 20%)	(excl VAT at 20%)
Freehold & Leasehold (if the value of equity being transferred is up to £100,000)	From £2400	From £2000
Freehold & Leasehold (if the value of equity being transferred is over £100,000)	From £3600	From £3000

### **Statutory lease extension**

The firm does not handle transactions involving Statutory lease extensions.

### **Disbursements (not included in the tables above)**

These are charges payable to third parties which are incurred in the course of us undertaking your conveyancing. You will be required to pay disbursements in addition to our fees. We process the payment of disbursements on your behalf to ensure a smoother process. Please contact us for an estimate of the disbursements that are likely to be relevant to your matter, as actual disbursements can vary significantly between matters. Some examples of disbursements that may be incurred on your matter are set out below:

- **SDLT or LLT:** The amount depends on the purchase price of the property. You can calculate the SDLT using HMRC's [SDLT calculator](#), or for properties in Wales, by using the Welsh Revenue Authority's LTT calculator <https://services.wra.gov.wales/land-transaction-tax-calculator>
- **HM Land Registry fee:** these fees are set by HM Land Registry and will be the same when using any firm of solicitors. The fee ranges between £20 and £1105 (VAT not applicable) depending on the nature of the transaction and the value of the transaction. An example of fee ranges are:
  - Properties valued up to £80,000: £20 (electronic) or £40 (postal) (VAT not applicable)
  - Properties valued between £80,001 and £100,000: £40 (electronic) or £80 (postal) VAT not applicable
  - Properties valued between £100,001 and £200,000: £90 (electronic) or £180 (postal) VAT not applicable
  - Properties valued over £200,000: £200 - £1,105 VAT not applicable

We will provide you with details of the land registry fee payable for your transaction when we provide you with a tailored estimate.

[View and download the Registration Services fees document](#)

- **Search fees** – these are searches that we will obtain in respect of your property to enable us to find out information about it. Charges vary, but as average package of searches costs in the region of £690 including VAT at 20% (£575 excl VAT at 20%). Examples of these fees are:
  - Local authority searches: £200 - £400 excl VAT (£240 - £480 incl VAT)– Not Applicable (if conducted by council)
  - Environmental searches: £100 - £250 – excl VAT (£120 - £300 incl VAT) (if conducted by private companies)
  - Drainage and water searches: £50 - £100 – excl VAT (£60 - £120 incl VAT) (if conducted by private companies)
  - Other required searches: Variable – Confirm with provider
- **Obtaining office copy entries of the Land registry title for the property:** approximately £3 to £10 (excluding VAT) per title. When VAT is included, the total could range from £3.60 to £12.
- **Bankruptcy Search Fees** - £2 per person (excluding VAT), so with VAT, it would be around £2.40.
- For leasehold properties, there are additional costs associated with obtaining the seller's information pack from the management company and fulfilling lease obligations, such as the notification of transfer. Leasehold disbursements may include:

- **SDLT or LLT, HM Land Registry Fee, and search fees** – please see above for details.
- **Money transfer fees and electronic Anti Money Laundering Search fee** – please see below for details.
- **Notice of Transfer Fee:** This fee, if applicable is specified in the lease. It typically ranges between **£120 incl. VAT at 20% (£100 excl. VAT at 20%)** and **£300 incl. VAT at 20% (£250 excl. VAT at 20%)**.
- **Notice of Charge Fee (for mortgaged properties):** If the property is being mortgaged, this fee is also determined by the lease. The usual range is between **£120 incl. VAT at 20% (£100 excl. VAT at 20%)** and **£300 incl. VAT at 20% (£250 excl. VAT at 20%)**.
  
- **Deed of Covenant Fee:** This fee is set by the management company and can vary significantly. It is often between **£180 incl. VAT at 20% (£150 excl. VAT at 20%)** and **£360 incl. VAT at 20% (£300 excl. VAT at 20%)**.
- **Certificate of Compliance Fee:** The costs of this certificate will be confirmed upon reviewing the lease. Typically, it ranges between **£120 incl. VAT at 20% (£100 excl. VAT at 20%)** and **£300 incl. VAT at 20% (£250 excl. VAT at 20%)**.

Additionally, you should be aware that ground rent and service charges are likely to apply during your ownership of the property. These are not disbursements but are costs arising from your lease. Sometimes, it may be necessary to make payments for rent and service charges as a condition of completion. We will confirm the ground rent and estimated service charges once we receive the relevant information.

#### **Expenses (not included in the tables above)**

These are sums that we charge clients in relation to third party costs we incur in connection with undertaking your conveyancing. You will be required to pay expenses in addition to our fees. Please contact us for an estimate of the expenses that are likely to be relevant to your matter, as actual disbursements can vary between matters. Some examples of expenses that may be incurred on your matter are set out below:

- **Money transfer fees –**
- This fee is often charged for processing and transferring funds during the transaction.
  - Estimated range: £20 to £60 incl. VAT (approximately £16.67 to £50 excl. VAT).
- **Electronic Anti Money Laundering Search fee:**  
This fee is for conducting AML checks required by law to ensure compliance. Estimated range: £15 to £50 incl. VAT (approximately £12.50 to £41.67 excl. VAT).

#### **Total Costs:**

Each case is different and many factors affect the total costs as above. The indicative total costs set out below are based on a sale/purchase price of £250,000 requiring a full suite of standard searches but not requiring any additional searches or any additional insurance policies.

#### Freehold Purchase:

Solicitors fees (including VAT): £3600

Disbursements (searches and registration): up to £1300 (including VAT)

Expenses: up to £110 (including VAT)

Total: Up to £5,010 (including VAT) but **EXCLUDING applicable SDLT or LTT. You must budget for SDLT or LTT using the calculators linked above.**

Leasehold purchase (house or flat)

Freehold Purchase:

Solicitors fees (including VAT): £3600

Disbursements (searches and registration): up to £2500 (including VAT)

Expenses: up to £110 (including VAT)

Total: Up to £6,210 (including VAT) but **EXCLUDING applicable SDLT or LTT. You must budget for SDLT or LTT using the calculators linked above.**

Freehold sale:

Solicitors fees (including VAT): £3600

Disbursements: nil

Expenses: up to £110 (including VAT)

Total: Up to £3,710 (including VAT)

Leasehold Sale:

Solicitors fees (including VAT): £3600

Disbursements (landlord/managing agent fees): variable depending on lease budget £300

Expenses: up to £110 (including VAT)

Total: Up to £4,010 (including VAT)

### **Factors that may impact our Legal Fees**

The cost of our legal services can vary depending on the specifics of your transaction. Key factors that may influence our fees include:

- The property value
- Your individual circumstances, particularly in relation to SDLT or LTT
- The property's location
- The type of property, such as whether it is a new build or an existing home
- The involvement of a management company

- Indemnity insurance requirements

Certain factors, if they arise during your transaction, may result in additional legal fees beyond the average figures stated in our pricing table or any estimate provided. These additional costs would apply unless we were made aware of these factors when issuing the estimate. Examples include:

- Unregistered property title at the Land Registry or if legal title is defective
- Significant issues encountered during the transaction process (see “Timing” section for details)
- Additional complexity, such as multiple lenders
- New build properties

## Timings

The time it takes to complete your property transaction, from the acceptance of an offer to the point where you can move in, depends on various factors. Generally, the process begins when we receive the draft contract papers from the seller’s solicitors. Completion typically takes between 12 to 16 weeks, though current timeframes are often closer to 3 to 6 months. However, this timeline can be affected by:

- Whether your transaction is part of a “chain” involving other linked transactions
- Issues identified during investigations (for purchases) or by your buyer (for sales) that require resolution, such as structural defects, absence of planning permissions, breaches of covenant, or defective leases or transfers
- The need for a Deed of Variation
- Awaiting probate
- Involvement of a management company
- Delays in obtaining search results
- Meeting Land Registry requirements
- Crucial documents we have requested from you have not been provided

The timeline can be faster or slower depending on the circumstances and the parties involved. For example:

- If you are a first-time buyer purchasing a new build property with a mortgage offer in principle, the process may be quicker
- Conversely, buying a leasehold property requiring a lease extension can take significantly longer, typically between 2 to 6 months

Additional charges may apply if complexities arise.

## Key stages of the process

The specific stages involved in purchasing or selling a residential property will vary depending on the transaction. For general information on the steps involved in typical transactions, including indicative timescales as set out above and below (which may run in parallel), please refer to our client guides below:

- Purchasing a freehold property
  - Initial instructions – receive your instructions and confirm your identity and source of funds. This could typically take a few days to 2 weeks.
  - Draft contract – review the seller’s draft contract and supporting documents. This could typically take 2 to 5 days.

- Searches – conduct local authority, water/drainage, and environmental searches. These could typically take 48 hours to several months.
- Enquiries – raise any necessary enquiries with the seller’s solicitors. These could take 1 to 2 weeks but will vary depending on how quickly and fully the seller responds
- Mortgage offer – review and confirm compliance with your mortgage offer (if applicable). This could typically take 2 to 5 days.
- Exchange of contracts – agree on the completion date, exchange contracts, and transfer the deposit. This could typically take 2 days to 2 weeks and will be affected by your circumstances, including any linked sale or mortgage requirements.
- Completion – transfer funds to the seller, register the property in your name, and pay SDLT. This could take a few days to a few months. Completion will always be scheduled in discussion with you as this will be the date you take possession of the property. If you need us to work to a specific date or timeframe, you should let us know immediately.
- Purchasing a leasehold house or flat
  - Lease review – examine the lease terms and identify obligations such as ground rent or service charges. This could typically take 2 to 5 days.
  - Enquiries – raise additional enquiries regarding management company obligations or lease extensions. These could take 1 to 2 weeks. This may be affected if we need to make more extensive enquiries with landlords or managing agents particularly relating to building safety.
  - Lender requirements – ensure the lease satisfies mortgage lender criteria. This could typically take 2 to 5 days.
  - Completion & Notices – serve the required notices to the landlord or management company post-completion. This could typically take 2 days to 2 weeks. Completion will always be scheduled in discussion with you as this will be the date you take possession of the property. If you need us to work to a specific date or timeframe, you should let us know immediately.
- Selling a house or flat
  - Initial instructions – receive your instructions and accepted offer and prepare identity checks. This could typically take a few days to 2 weeks.
  - Respond to enquiries – answer buyer solicitor’s enquiries regarding your property and their investigation into the property. These could take 1 to 2 weeks. We will need some information from you and this timeframe will be affected if you have missing information or we have to obtain information from third parties.
  - Draft contract – draft and send the contract package, including title deeds, to the buyer’s solicitors. This could typically take 2 to 5 days.
  - Agree completion date & prepare for exchange – finalise arrangements for moving dates
  - Exchange of contracts – agree on the completion date and legal commit both parties. This could typically take 2 days to 2 weeks.
  - Insurance – you must arrange cancellation of building or contents insurance on completion date or as agreed with the buyer.
  - Completion – receive the purchase funds, pay off any mortgage, and release keys to the buyer. This could typically take a few days to 2 weeks.
- Transfer of equity
  - Initial instructions – receive copy of agreement with other parties, confirm the parties involved and verify identity. This could typically take a few days to 2 weeks.

- Investigations/searches – check property title, obtain searches (e.g. drainage records), and respond to queries from other party’s solicitors. These could typically take 48 hours to several months.
- Mortgage lender consent – obtain the existing lender’s consent if the property is mortgaged. This could typically take a few days to 2 weeks.
- Draft and approve Deed of Transfer – prepare the Deed of Transfer, or review Deed of Transfer (as applicable) and send it for signature. This could typically take 2 to 5 days.
- Insurance – ensure buildings or contents insurance remains in place until completion date, or if remaining on title, insurance remains in place and is suitably amended
- SDLT calculation – assess whether SDLT is payable and arrange for submission. Timings based on complexity.
- Completion – register the new ownership details at the Land Registry. This could take a few days to a few months.

In every case, if you have a linked transaction or a particular need to complete on or by a particular date, you should always let us know as soon as possible.

### **Next steps**

We very much hope that the above general information has been of use. If you would like a bespoke quotation tailored to your facts and circumstances, please contact us:  
info@ersans.co.uk

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