

*Williams Thompson*

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S O L I C I T O R S   L L P

# Guide to our Residential Conveyancing Services



# Ten reasons to use us for your conveyancing

## 1. Established Residential Property Department

We have a long-established residential property department providing a personal service to buyers and sellers in all areas of the property market. Buying or selling a home can be a stressful experience. It is our role as experienced residential property lawyers to ensure that the transaction is handled thoroughly and as quickly and efficiently as the circumstances allow.

## 2. 98% Satisfaction rating

Over 98% of our clients<sup>1</sup> are either satisfied or extremely satisfied with the service that they have received from our conveyancing department and would recommend our services to others.

## 3. Better communication

We understand that keeping you informed as your matter progresses is essential and we are happy to deal with your matter by telephone, email, SMS updates, post or by way of face to face meetings (or a mixture of all of these) whichever is convenient for you and the circumstances.

## 4. Fixed Legal Fees <sup>2</sup>

We offer fixed legal fees on our conveyancing matters.

## 5. Discounted Legal Fees

We are pleased to be able to offer discounts off our quoted legal fees for existing clients and first time buyers.

## 6. Price Match on Quotations<sup>3</sup>

We are willing to consider matching another conveyancing quotation that you may have received from another firm.

## 7. Capped Abortive Sale Fee

If you instruct us on a sale and your sale goes abortive prior to exchange of contracts then we will charge you no more than £350 plus VAT.

## 8. Dedicated Solicitor

If you instruct our firm to act for you then one of our firm's solicitors will deal with your matter. You will have direct contact with a named solicitor for a more personal service.

## 9. Conveyancing Quality Scheme

For ultimate peace of mind, look for a firm that is a member of the Law Society's Conveyancing Quality Scheme (CQS). We are proud to be a member of the Law Society's Conveyancing Quality Scheme and by choosing us you can be sure that we meet the high standards set by the Law Society, and that you will get a professional, high quality conveyancing service.

## 10. Lender's Panels

As a member of the Conveyancing Quality Scheme we meet the high requirements needed to be on the majority of lender's panels which means that we can usually act for both you and your lender thereby saving you both time and money.

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<sup>1</sup> who returned their client survey forms in the past 12 months

<sup>2</sup> The cost of the disbursements we have listed are estimates and as these costs are set by third party providers and we will notify you if there is a significant change.

<sup>3</sup> The other quotation must be from a solicitor or conveyancing firm within 15 miles of our firm and is subject to you supplying us with a copy of their quotation.

## Our Team

Our team has over 20 years of collective experience in delivering high quality work in all matters relating to residential conveyancing. Regardless of who works on your matter, they will be supervised by Stephen Bowden, Partner and Head of Property.

### Stephen Bowden – Partner

Stephen is the head of our Property Department and has over 12 years' experience in conveyancing. Stephen is a highly respected property lawyer. His knowledge and practical approach has earned him a loyal client following. Both individuals and families come to him as solicitor when any property matters arise. Stephen is often recommended by local estate agents and he is first choice solicitor for many local business owners. Stephen also has a following of property developers who know they can rely on his thorough and practical approach.

Stephen obtained an LLB degree in Law from Brunel University in 1998 and then spent time in a multinational company before completing his legal practice course at Bournemouth University and qualified as a solicitor in 2008.

### Amanda Bartlett - Solicitor

Amanda's expertise covers a wide range of property related work. Her friendly and professional approach to dealing with clients has resulted in her establishing a good reputation and loyal following of satisfied clients.

Having obtained an LLB honours degree in law and criminology, Amanda completed her legal practice course at the Guildford College of Law and qualified as a solicitor in 2010. Amanda specialises in residential conveyancing dealing with the buying and selling of flats and houses and is equally at home in dealing with commercial leases and all other property related work.

## Do you have any questions or would you like to instruct us?

If you would like further information or you would like to instruct us then please contact our Conveyancing Department:-

Call us            01202 484242

Email us         [Enquiries@williamsthompson.co.uk](mailto:Enquiries@williamsthompson.co.uk)

## What we do for you on a Sale

We aim to guide you through the conveyancing process to ensure that the transaction is handled thoroughly and as quickly and efficiently as the circumstances allow.

The following matters will usually be dealt with in relation to your sale.

### Initial Enquiries

- Taking Instructions from you
- obtaining title to your property,
- collating information which will be required by your buyer's,
- preparing the draft contract and submitting the draft contract to the buyer's solicitor or conveyancer,
- dealing with additional enquiries raised by the buyer and arranging for you to sign the contract.

### Exchange of Contracts

- Organise exchange of contracts and receive deposit from the buyer's solicitor,
- obtain redemption statement from your lender (if a mortgage) and approve the Transfer document and arrange for you to sign the Transfer.

### Completion

- Complete the sale and authorise the estate agents to release the keys.
- Use the proceeds of sale to pay off the mortgage
- pay the Estate Agents commission account
- account to you for the net proceeds of sale.

### How long will my house sale take?

Typically, a sale can take between 4 – 16 weeks but the exact timescale will depend on the requirements of the various parties to the sale.

### Our fees in dealing with your Sale

Our fees cover all of the work required to complete the sale of your property.

#### A. Our basic conveyancer's fees and disbursements for all sales

- |                                    |               |
|------------------------------------|---------------|
| • Legal fee <sup>4</sup>           | £950 plus VAT |
| • Office Copy Entries <sup>5</sup> | £6 per title  |
| • Electronic money transfer fee    | £35 plus VAT  |
| • VAT payable                      | £197          |

**Estimated total: £1,188**

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<sup>4</sup> Our basic legal fee is for a freehold property with a sale price of up to and including £500,000. If the sale property price exceeds £500,000 then an additional £150 plus VAT will be payable for each £100,000 or part £100,000 that the sale price exceeds £500,000.

<sup>5</sup> Office Copy Entries are charged at £6 per title. If there are any referred to documents which need to be obtained from the Land Registry then these can cost from £3 - £10 each

## B. Additional Legal Fees that may be payable<sup>6</sup>

The following additional fees may be payable in addition to the fees set out in A above.

- discharge of a mortgage - £150 plus VAT per mortgage.
- a title which is not registered at the Land Registry (known as an unregistered title) - £250 plus VAT.
- If the Property is new build or involves a transfer of part - £175 plus VAT.
- If the Property is a shared ownership property - £150 plus VAT.
- If the Property is being sold pursuant to a court order - £300 plus VAT.
- If an indemnity policy is required then we charge - £50 plus VAT.
- If a Statutory Declaration or Statement of Truth is required - £75 plus VAT

## C. Discounted Legal Fees<sup>7</sup>

### Existing client

If you have previously instructed our firm then we will offer a discount off our legal fees of £100 plus VAT

### First Time Buyer

If you are a first time buyer then we will offer a discount off our legal fees of £100 plus VAT.

### Multiple Instructions

If you instruct us on more than one transaction (i.e. both a sale and purchase) then we will offer a discount off our legal fees of £100 plus VAT.

## D. Disbursements

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

## E. Additional costs if the Property is leasehold

If the property that you are selling is leasehold then the following will apply:-

### Leasehold legal fees

We charge an additional £175 plus VAT when acting for you in connection with the sale of a leasehold property.

### Leasehold Disbursements

Sales Pack - This fee is usually payable to the freeholder, management company or managing agents for a pack of information which is provided to the buyer's solicitor. Often the fee is between £100 - £350 but it can be more depending on the contents of the pack.

## Price Match on Quotations<sup>8</sup>

We are willing to consider matching another conveyancing quotation that you may have received from another firm provided that they are within 15 miles of our firm and subject to you supplying us with a copy of their quotation.

## Capped Abortive Sale Fee<sup>9</sup>

If you instruct us on a sale and your sale goes abortive prior to exchange of contracts then we will charge you no more than £350 plus VAT.

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<sup>6</sup> Our additional legal fees are chargeable in addition to our standard legal fee.

<sup>7</sup> Our discounts must be confirmed with our firm and their applicability will depend on your specific requirements

<sup>8</sup> Our price match offer must be confirmed with our firm and is subject to withdrawal at any time

<sup>9</sup> Our capped abortive sale fee is subject to the sale going abortive through no fault of your own prior to exchange of contracts. If you choose to withdraw from your sale then we reserve the right to charge our standard legal fee.

## What we do for you on a Purchase

We aim to guide you through the conveyancing process to ensure that the transaction is handled thoroughly and as quickly and efficiently as the circumstances allow.

The following matters will usually be dealt with in relation to your purchase.

### Initial Enquiries

- Taking Instructions from you,
- reviewing the title to your property,
- reviewing and approving the draft contract,
- submitting searches and appropriate additional enquiries to the seller's solicitor or conveyancer,
- reporting to you on the title to the property and arranging for you to sign the contract,
- reporting to you on joint ownership if there are two or more buyers.
- If you are having a mortgage then we will also report to you on the mortgage and arrange for you to sign the mortgage deed. We are also usually required to ensure that the lender's requirements are met and this includes making sure that the property has buildings insurance in accordance with the lender's requirements from exchange of contracts.

### Exchange of Contracts

- Organise exchange of contracts and paying the deposit which we will ask from you before exchange of contract to the seller's solicitor,
- requesting the drawdown of your mortgage advance,
- approving the Transfer document and arranging for you to sign the Transfer,
- carrying out pre completion checks,
- submitting pre completion searches and providing you with a statement of account so that you can arrange to let us have the balance of the funds required in readiness for completion.

### Completion

- Complete the purchase and then attending to submission of the Stamp Duty Land Tax (or Land Transaction Tax if in Wales) return and registration of the purchase (and mortgage) at the Land Registry.

### 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 6-12 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 6 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 2 and 4 months. In such, a situation additional charges would apply.

## Our fees in dealing with your Purchase

Our fees cover all of the work required to complete the purchase of your property 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.

### A. Our basic conveyancer's fees and disbursements for all Purchases

• Legal fee <sup>10</sup>	£950 plus VAT
• Search fees <sup>11</sup>	£300
• HM Land Registry fee <sup>12</sup>	£135
• Electronic money transfer fee	£35 plus VAT
• Stamp Duty Land Tax	(see section below)
• VAT payable	£197
<b>Estimated total:</b>	<b>£1,617</b>

### B. Additional Legal Fees that may be payable<sup>13</sup>

The following additional fees may be payable in addition to the above.

- Our basic legal fee is for a property with a price up to £500,000. If the purchase property price exceeds £500,000 then an additional £150 plus VAT will be payable for each £100,000 or part £100,000 that the purchase price exceeds £500,000.
- In dealing with a legal charge or mortgage from a high street lender then an additional fee of £175 plus VAT per legal charge or mortgage.
- In dealing with a title which is not registered at the Land Registry (known as an unregistered title) then an additional £250 plus VAT.
- If the Property is new build or involves a transfer of part then we charge an additional £175 plus VAT
- If the Property is part of a shared ownership scheme then we charge an additional £250 plus VAT
- If you using a help to buy scheme then we charge an additional £50 plus VAT
- If you are purchasing under a right to buy scheme then we charge an additional £75 plus VAT
- If you are purchasing at auction then we charge an additional £150 plus VAT
- If an indemnity policy is required then we charge an additional £50 plus VAT for dealing with this.
- If you require a Declaration of Trust to help regulate your ownership of the Property then our firm's fees start from £250 plus VAT depending on your specific requirements.

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

### C. 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 \(https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax/\)](https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax/) or if the property is located in Wales [by using the Welsh Revenue Authority's website here. \(https://beta.gov.wales/land-transaction-tax-calculator\)](https://beta.gov.wales/land-transaction-tax-calculator).

<sup>10</sup> Our basic legal fee is for a freehold property with a purchase price of up to and including £500,000

<sup>11</sup> Search fees include the cost of a Local Authority Search, Drainage and Water Search and Environmental Search – the cost of the pack can vary from £250 - £350 depending on the location of the Property

<sup>12</sup> The HM Land Registry fee payable will depend on the price of the Property and whether the application can be submitted electronically – you can see the costs here <https://www.gov.uk/guidance/hm-land-registry-registration-services-fees>

<sup>13</sup> Our additional legal fees are chargeable in addition to our standard legal fee.

## D. Discounted Legal Fees<sup>14</sup>

We are pleased to be able to offer the following discounts off our quoted legal fees:-

- Existing client

If you have previously instructed our firm then we will provide you with a discount off our legal fees of £100 plus VAT

- First Time Buyer

If you are a first time buyer then we will provide you with a discount off our legal fees of £100 plus VAT.

- Multiple Instructions

If you instruct us on more than one transaction (i.e. both a sale and purchase) then we will provide you with a discount off our legal fees of £100 plus VAT.

## E. Price Match on Quotations<sup>15</sup>

We are willing to consider matching another conveyancing quotation that you may have received from another firm provided that they are within 15 miles of our firm and subject to you supplying us with a copy of their quotation.

## F. Additional costs if the Property is leasehold

If the property that you are buying is leasehold then the following will apply:-

### Leasehold fees

We charge an additional £175 plus VAT when acting for you in connection with the purchase of a leasehold property.

### Leasehold Disbursements

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 and is usually payable to the freeholder, management company or managing agents. Often the fee is between £25 - £150.
- Notice of Charge fee (if the property is to be mortgaged) – This fee if chargeable is set out in the lease and is usually payable to the freeholder, management company or managing agents. Often the fee is between £25 and £150.
- Deed of Covenant fee – This fee is provided by the freeholder, management company or managing agent for the property and can be difficult to estimate. Often it is between £50 and £150.
- Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £50 – £150.

\*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.

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<sup>14</sup> Our discounts must be confirmed with our firm and their applicability will depend on your specific requirements

<sup>15</sup> Our price match offer must be confirmed with our firm and is subject to withdrawal at any time

## What we do for you on a Remortgage

We aim to guide you through the conveyancing process to ensure that the transaction is handled thoroughly and as quickly and efficiently as the circumstances allow.

The following matters will usually be dealt with in relation to your remortgage.

### Initial Enquiries

- Taking Instructions from you,
- reviewing the title to your property,
- submitting searches,
- reporting to you on the mortgage and arrange for you to sign the mortgage deed.
- We are also usually required to ensure that the lender's requirements are met and this includes making sure that the property has buildings insurance in accordance with the lender's requirements,
- carrying out pre completion checks,
- submitting pre completion searches
- providing you with a statement of account so that you can arrange to let us have the balance of the funds required in readiness for completion (if any).

### Completion

- Complete the remortgage and registration of the purchase (and mortgage) at the Land Registry.

### How long will my remortgage take?

How long it will take from your offer being accepted will depend on a number of factors. The average process takes between 2-6 weeks.

It can be quicker or slower, depending on a number of factors.

### Our fees in dealing with your Remortgage

Our fees cover all of the work required to complete the remortgage of your property including dealing with registration at the Land Registry.

### Conveyancer's fees and disbursements

- |                                 |               |
|---------------------------------|---------------|
| • Legal fee <sup>16</sup>       | £500 plus VAT |
| • Search Indemnity insurance    | £28           |
| • HM Land Registry fee          | £135          |
| • Electronic money transfer fee | £35 plus VAT  |
| • VAT payable                   | £142          |
| <b>Estimated total:</b>         | <b>£840</b>   |

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<sup>16</sup> Our basic legal fee is for a freehold property with a purchase price of up to and including £500,000

## Discounted Legal Fees<sup>17</sup>

We are pleased to be able to offer the following discount off our quoted legal fees:-

- Existing client

If you have previously instructed our firm then we will provide you with a discount off our legal fees of £150 plus VAT

## Price Match on Quotations<sup>18</sup>

We are willing to consider matching another conveyancing quotation that you may have received from another firm provided that they are within 15 miles of our firm and subject to you supplying us with a copy of their quotation.

## Additional Legal Fees<sup>19</sup>

The following additional fees may be payable in addition to the above.

- If the remortgage property price exceeds £500,000 then an additional £75 plus VAT will be payable for each £100,000 or part £100,000 that the purchase price exceeds £500,000.
- In dealing with the redemption of more than one existing legal charge or mortgage from a high street lender then an additional fee of £175 plus VAT per legal charge or mortgage.
- In dealing with a title which is not registered at the Land Registry (known as an unregistered title) then an additional £250 plus VAT.
- If the Property is part of a shared ownership scheme then we charge an additional £250 plus VAT

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

## Additional costs if the Property is leasehold

If the property that you are remortgaging is leasehold then we charge an additional £75 plus VAT when acting for you in connection with the remortgage of a leasehold property.

## Leasehold Disbursements<sup>20</sup>

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 Charge fee (if the property is to be mortgaged) – This fee if chargeable is set out in the lease and is usually payable to the freeholder, management company or managing agents. Often the fee is between £25 and £150.
- Deed of Covenant fee – This fee is provided by the freeholder, management company or managing agent for the property and can be difficult to estimate. Often it is between £50 and £150.
- Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £50 – £150.

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<sup>17</sup> Our discounts must be confirmed with our firm and their applicability will depend on your specific requirements

<sup>18</sup> Our price match offer must be confirmed with our firm and is subject to withdrawal at any time

<sup>19</sup> Our additional legal fees are chargeable in addition to our standard legal fee.

<sup>20</sup> 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.

## Assumptions

Our fees quoted above for a sale, purchase and remortgage assume that:

- a. it 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; and
- b. if it is a leasehold matter that it involves the assignment of an existing lease and is not the grant of a new lease; and
- c. the transaction is concluded in a timely manner and no unforeseen complication arises; and
- d. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation; and
- e. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

## Who We Are

Williams Thompson Solicitors LLP are a firm of Solicitors based in Christchurch.

Mr Williams and Mr Thompson were previous owners of the firm and, as tradition has it in legal firms, we have retained their names and now run the firm as a limited liability partnership under the name of "Williams Thompson Solicitors LLP".

The firm is wholly owned by our four partners, all of whom work in and have invested in the business.

Including our partners, we have six qualified Solicitors, and twelve support staff, the majority of whom have been with the firm many years.

We are a long established Christchurch firm – and by that we mean we can trace our roots back to 1836!

That does not mean we are not up-to-date. Far from it. We have invested significantly in the latest technology to ensure that we can support our clients with the benefit of some of the latest software systems available.

Our clients come from all walks of life and we have long relationships with many of them, some going back over generations. However we are always happy to welcome new clients to the firm and hope that we will be able to build new long term relationships with them.

Whilst many of our client's live in Christchurch and the surrounding areas, we have others who come from across the country including London. In particular, our reputation in family law attracts clients from across the Bournemouth conurbation, the New Forest and wider afield.

Our pride is the quality of our Solicitors and staff and the quality of the work and client care we can provide.

## Our Philosophy

No-one can be excellent in everything.

Recognising that, we concentrate in just three areas of law: Property, Wills & Probate and Family.

It means we are experts in those three areas and can provide you with a first class service.

It means our Solicitors and support staff have built up a detailed knowledge of their particular specialisation, and it is the quality of our Solicitors and staff that is our strength.

In each of our three areas of work, both the law and practice change frequently. Due to our specialisations, you can be confident that you will get the best, up-to-date advice.

It also enables us to concentrate our investment on these three areas. As a result we have some of the latest software and support programmes to enhance the services we provide.

If you ask us to act for you, your matter will be dealt with by a fully qualified Solicitor who, wherever possible, will see the matter through from start to finish with the support of their respective assistants. You will not find it passed to a series of para-legals which is a problem with many larger firms. The only exception to this is that with our commitment to training, we might ask our trainee to assist on occasion.

Also, please note that we do not pay (or receive) commissions. Accordingly if you have been recommended to us, it is a genuine recommendation based on our reputation for good quality work (and not because of a payment being made, which unfortunately is now common in some areas of work).

Finally, we are a long established firm. We mention this only to distinguish ourselves from the many “here today, gone tomorrow” businesses that now proliferate on the internet and elsewhere.

If you use our services, we hope it will be the start of a long and mutually beneficial relationship.

## Do you have any questions or would you like to instruct us?

If you would like further information or you would like to instruct us then please contact our Conveyancing Department:-

Call us            01202 484242

Email us        [Enquiries@williamsthompson.co.uk](mailto:Enquiries@williamsthompson.co.uk)