

Irvings Pricing Overview

These examples are given in order to comply with regulatory requirements and in order to be as helpful to you as possible. We are not offering to enter into a contract to supply services on these terms. We would be delighted if you'd like to approach us about any matter you would like us to help with and we will provide you with a personalised statement of the likely costs and give you details of our terms of business.

Examples of our possible fees for Conveyancing: FREEHOLD

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

Example for a registered Freehold purchase of £150,000 (this estimate does not include Help to Buy Scheme or New build properties).

- Legal fee £550.00
- Search fees £200.00 approx.
- HM Land Registration fee £95.00
- CHAPS fee for bank Transfer £36.00
- VAT payable on fees £110.00
- Mortgage lender fee £12.00
- Stamp duty land tax, £500.00 (Not payable by a first-time buyer)
- HM Land Registry search fees £5.00 approx.
- Estimated Total = £1508.00

Fees for properties that were more expensive would increase to reflect our responsibility, between £200,000 and £250,000 our fee would be £625; between £251,000 to-£300,000, it would be £650 and over £350,000 it would be £750. All plus VAT and disbursements. Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Stamp Duty or Land Tax depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website.

Our fees are not fixed and may vary once we know your individual circumstances. The fees above vary from property to property and can on occasion be significantly more than the ranges given above. We can give you a more accurate figure once we have sight of your specific documents.

How long your house purchase will take from your offer being accepted until you can move into your house will depend on a number of factors. The average process takes between 6 to 8 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 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 3 months. In such a situation additional charges would apply.

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, below we have suggested some key stages of the transaction:

- Take your instructions and give you initial advice
- ID and money laundering regulation formalities
- Receive and advise, review Contract documentation
- Send you a plan for confirming and applying for searches
- Raise enquiries with the sellers solicitor and await their satisfactory responses. Raise further enquiries once searches are received if necessary
- Receive Mortgage documentation and review
- Report to you on all documentation
- Prepare Completion Statement
- Prepare documentation for signature and attend you to sign and go through the paperwork. Agree completion date
- Exchange Contracts and notify you that this has happened
- Arrange for all monies needed to be received from the lender and you
- Complete the purchase
- Deal with the payment of Stamp Duty
- Deal with the application for registration at the Land Registry
- Send to you finalised official copy of the title register showing you as the new owner

Examples of our possible fees for Conveyancing: LEASEHOLD

Our fees cover all the work required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty)

Example for a Leasehold purchase of £150,000 this estimate does not include Help to Buy Scheme or New Build properties.

- Legal fee £675.00
 - Search fees £200.00 approx.
 - HM Land Registration fee £95.00 (a new Lease would be £190.00)
 - HM Land Registry search fees £5.00 approx.
 - CHAPS fee for bank transfer £36.00
 - VAT payable on fees £105.00
 - Mortgage lender fee £12.00
- Estimated total = £1128.00

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 sellers solicitor.

- Notice of Transfer fee – This fee if chargeable is set out in the lease often the fee is between £60 and £200
- Notice of Charge fee – (if the property is to be mortgaged) this fee is set out in the lease. Often the fee is between £60 and £200
- 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 £125 and £250.
- Certificate of Compliance fee – to be confirmed upon receipt of the lease, as can range between £50 and £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 charges are likely to apply throughout your ownership of the property. We will confirm the ground rent and the anticipated service charge as soon as we receive this information.

Stamp Duty Land Tax depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMTC's website.

The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances. However, below we have suggested some key stages.

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- Take your instructions and give you initial advice
- ID and money laundering regulation formalities
- Receive and advise, review Contract documentation and Lease, send a copy to you for information
- Send you a plan of the property for confirmation
- Apply for searches
- Raise enquiries with the sellers solicitor and await their satisfactory responses
- Raise further enquiries with the sellers solicitor once searches and mortgage offer are received if necessary
- Check mortgage offer and searches
- Draft Transfer deed
- Advise on ownership
- Report to you on all documentation
- Prepare Completion Statement
- Prepare documentation for signature and attend you to sign and go through the paperwork
- Agree completion date
- Exchange Contracts and notify you that this has happened
- Arrange for all monies needed to be received from the lender and you
- Complete the purchase
- Deal with the payment of Stamp Duty
- Serve any necessary notices to Landlord or Managing Agents
- Deal with the application for registration at the Land Registry
- Send to you finalised official copy of the title register showing you as the new owner

How long it will take from your offer being accepted until you can move into your house depends on a number of factors. The average process takes between 8 and 10 weeks. It can be quicker or slower, depending on the parties and the individual parties' circumstances in the chain.

Our fee assumes that:

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

Irvings Pricing Overview

Examples of our possible fees in probate matters.

These examples are given in order to comply with regulatory requirements and in order to be as helpful to you as possible. We are not offering to enter into a contract to supply services on these terms. We would be delighted if you would like to approach us about any matter you would like us to help with and we will provide you with a personalised statement of the likely costs and give you details of our terms of business.

Applying for the grant, collecting and distributing the assets

We anticipate this will take between 6 and 20 hours work at £210 per hour plus vat. Total costs estimated at £1,260 plus VAT to £4,200 plus VAT.

The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property, costs will be at the lower end of the range. If there are multiple beneficiaries, a property and multiple bank accounts and shares, costs will be at the higher end.

We will handle the full process for you. This quote is for estates where:

- There is a valid Will
- There is no more than one property
- There are no more than 20 bank or building society accounts
- There are no other intangible assets
- There are no more than 10 beneficiaries
- There are no disputes between beneficiaries on division of assets. If disputes arise this is likely to lead to an increase in costs
- There is no inheritance tax payable and the executors do not need to submit a full account to HMRC
- There are no claims made against the estate

Disbursements below will be in addition to our fees:

- Probate application fee of £155
- £7 Swearing of the Oath (per executor)
- Bankruptcy only Land Charges Department searches (£2 per beneficiary)
- £190 - Post in The London Gazette and Local Newspaper – Protects against unexpected claims from unknown creditors.

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

Potential additional costs

- If there is no Will or the estate consists of any share holdings (stocks and bonds) there is likely to be additional costs that could range significantly depending on the estate and

how it is to be dealt with. We can give you a more accurate quote once we have more information.

- If any additional copies of the grant are required, they will cost 50p (1 per asset usually).
- Dealing with the sale or transfer of any property in the estate is not included.

How long will this take?

On average, estates that fall within this range are dealt with within 2-6 months. Typically, obtaining the grant of probate takes 2-3 weeks. Collecting assets then follows, which can take between 2-4 weeks. Once this has been done, we can distribute the assets, which normally takes 2-3 weeks.

Probate – Obtaining the Grant (Fixed fee)

We can help you through this difficult process by obtaining the Grant of Probate on your behalf. You are then free to deal with the assets and distribution of the estate yourself.

How much does this service cost?

TOTAL: fixed fee of £500 plus VAT.

This includes: Completing the documents necessary to apply to the Court for a Grant of Probate, attending upon you on the signing, submitting the application to the Court and receiving the Grant.

Disbursements:

- Probate court fee of £155 plus 50p per additional copy
- £7 Swearing of the Oath (per executor).

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

As part of our fixed fee we will:

- Provide you with a dedicated and experienced probate solicitor to work on your matter
- Identify the legally appointed executors or administrators and beneficiaries
- Accurately identify the type of Probate application you will require
- Obtain the relevant documents required to make the application
- Complete the Probate application and the relevant HMRC forms
- Draft a legal Oath for you to swear
- Make the application to the Probate Court on your behalf
- Obtain the Probate

On average, obtaining a Grant of Probate or Letters of Administration takes 3-4 weeks.

If a Power of Attorney is required to enable someone else to take out the Grant on behalf of the Executor or Administrator then there will be an additional charge of £150 plus vat.

Irvings Company Structure

Our partners Lionel Conner and Ashley Picken are in overall charge of the firm and supervise conveyancing and probate matters

Lionel Conner

Lionel Conner originally trained in London working for the legal department of a property developer and then switching to a central London firm of solicitors. He has had earlier experience in local government.

He is a member of the Society of Trust and Estate Practitioners, a specialist professional body joined by experts in trusts, wills and probate. He has completed the College of law (now known as the College of Law) course known as the ACTAPS Education Course in will disputes which is a two-year part-time course. He has many years' experience. He is a law graduate.

Ashley Picken

Ashley Picken served his articles with Irvings. He took a law degree at Manchester and is also obtained a master of business administration from Nottingham Trent University, with special reference to business administration in law firms. He too has many years of experience.

Debbie Haynes

Debbie has been a Conveyancer with Irvings for over 18 years, dealing with all types of residential Conveyancing including sales, purchases, leasehold, newbuilds, transfers and remortgages. She prides herself on offering a personal service where you can speak to the same person whenever you telephone. She has many clients who return to her time and time again to see them through the Conveyancing process and make it a little less daunting. She would be happy to assist you with any enquiry you may have.

Maxine Morris

Maxine Morris has been with the firm for 17 years. She is in charge of the Probate Department that deals with Probates, Wills and Lasting Powers of Attorney. She is a qualified member of the Institute of Paralegals and as extensive experience in these areas.

John Fellows

John Fellows is a licensed conveyancer and fully qualified legal executive. He has extensive conveyancing experience and is a consultant of the firm in conveyancing matters.