

QUOTATION FOR YOUR CONVEYANCING TRANSACTION

Client Name	
Telephone	
Email	
Date of quotation	
Sale Property Address	

Total costs for Sale including VAT*	
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*not including additional fees please see breakdown

SALE QUOTATION

PAYMENTS DUE FOR LEGAL FEES		
	Costs £	VAT £
Our fees	750.00	150.00
Bank Transfer fee (required to redeem mortgage)	40.00	8.00

PAYMENTS DUE TO GOVERNMENT & THIRD PARTIES (DISBURSMENTS)		
	Costs £	VAT £
HM Land Registry Office Copy Entries at £3 each we normally need two (this cost could double if this is a leasehold property)	6.00	included

LEGAL FEES		
DISBURSEMENTS		
Sub-total		
TOTAL		

Additional Fees (if applicable)

You have not told us about any other circumstances that may affect your sale at this time but there will be some additional professional fees added if any of the following applies:

Additional Fees	Costs	VAT
An Apartment with a Management Company involved	£ 75.00	£ 15.00
Leasehold Charges to the Landlord or Managing Partner Agents	To be advised	
Paying back a Help to Buy Loan	£100.00	£ 20.00
Title Correction	To be advised	
Auction fee	£75.00	£15.00
Shared Ownership Fee	£150.00	£ 30.00
Letter of Undertaking	£100.00	£20.00
A sale involving an unregistered property (there may be some Land Registry charges to add and we will inform client of these as soon as we have the information.	£150.00	£ 30.00

What happens next?

After receiving your instructions to act on your behalf we will send you our initial documentation which details the estimated costs of the entire transaction and the terms and conditions of service.

Upon confirmation of your instructions the only funds that you need to pay us is £50 to cover the costs of the initial disbursements required for your sale. At the end of your sale transaction you will receive a final completion statement where your £50 on account will be included to ensure you understand how the funds on account have been used. If the sale falls through we will reimburse you with the £50 payment unless disbursements have been paid for and in that case we will refund you the balance.

As a vendor we must verify your identity and we will request proof of your identity and residence before we proceed.

We will send you a **property information form** which contains a standard set of questions that you must answer relating to the property. You will also be required to complete a **fixtures and fittings form** to clarify what items you will be leaving at the property. We will assist you if you have any queries relating to these enquiries or need help completing the forms.

In addition, if the property is leasehold, then you must complete a **leasehold information form** and your conveyancer may need to obtain a Leasehold Management pack from your landlord. There is usually a fee charged by the landlord/managing agents to obtain such a pack and we will inform you of the charges if the Leasehold Management pack is required.

Once you have provided us with your identification documents and confirmation of the buyer's solicitors draft contracts will be issued to the buyer's solicitor. Usually your estate agent provides us with the contact details for the buyer's solicitor. If this is a private sale i.e. there are no estate agents involved, then you must provide us with the full name of your buyer together with their solicitor's details so that we can contact them directly.

From here the emphasis of the transaction transfers to the buyer and their conveyancer. The buyer's conveyancer may raise enquiries on the property. Adequate responses need to be made before the transaction can proceed to completion. We will write to you if we require your assistance to the enquiries raised.

As the transaction nears **Exchange of Contracts**, you will need to agree a **completion date** with the buyer. This is the date that keys are handed over to the buyer and the property becomes theirs. You will also be responsible for ensuring that the property is left in the condition as stated in the agreed contract.

Towards the end of the transaction we will issue you with a **Completion Statement** which will explain the monies we

received on your behalf and the expenditure. This allows us to account to you for the balance. If you are in negative equity then we will require you to pay the balance to complete prior to the completion day. If there is a balance outstanding in your favour we will take your instructions on how you wish this money to be paid to you. **Please note that we do not request or accept bank details sent by email.**

If you have any queries at any point in the transaction you should not hesitate to contact your named solicitor/conveyancer who will be happy to deal with your enquiries.

Please note during the conveyancing process if it becomes apparent that the property is part of an apartment block and is over 11 metres tall or five apartments high, we may need to withdraw from the transaction due to the Building Safety Act 2022. This is a consequence of the issues with the act which are awaited being addressed by the government.

Bank Transfers for all Conveyancing Transactions

If we need to send money to you we will request details of your bank account securely. We will not request these details by email.

If you are nervous about sending large amounts to us please send us £1 and wait for us to verify that we have received the money. We are also members of the **Safe Buyer Scheme** – your conveyancer will be able to give you details.

Our bank account details will not change during your transaction.

You are responsible for the security and safeness of your own IT equipment and mobile phones. If you receive an email purporting to be from us either requesting your bank details or informing you of a change in our account details you must view the email as suspicious and contact your conveyancer by phone or in person. **DO NOT SEND ANY MONEY IF REQUESTED BY EMAIL.**

Our Charges for Bank Transfers to you for all Conveyancing Transactions

Bank Transfer Fees	£40.00 + £8.00 VAT
By Faster Payment (same day before 11pm)	£15 + £3 VAT
By BACS (usually takes 2 days)	Free of Charge
By Cheque (Can take 5-7 days to clear)	Free of charge

***No completion – no fee**

Legal fees are quoted on a 'no completion, no fee basis'. We sometimes charge legal fees if the transaction falls through at your request very late in the transaction and we have finished all the work which would have resulted in completion of the transaction. **However, any disbursements properly incurred on your behalf, such as search fees are payable even if the case fails to complete.**

Privacy

We will treat any personal information you have provided to us in accordance with our privacy policy which can be viewed online at : www.hannayslaw.co.uk/privacy-policy.html

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