

## **Costs Guidance**

The following provides a guide as to our prices (with VAT charged at 20%).

Please also refer to the last page which contains a list of charges for additional services that may be provided during the transaction.

All information contained in this price list is available on our web site.

Our terms of business and complaints procedure is available on our web site, or we can provide you with a copy upon request either by post or email.

Disbursements that we pay out on your behalf will become due.

We do not provide any tax advice unless specifically instructed to do so, and therefore you should rely on an accountants advice, particularly in relation to Capital Gains Tax and Income Tax issues.

For matters outside of fixed fees, Andrew Croft's hourly rate is £295 plus VAT (£354) and Bradley Stiller's hourly rate is £225 plus VAT (£270) and is charged in units (10 units per hour).

The following areas are covered by this guidance:

- Conveyancing – Sale
- Conveyancing – Purchase (without mortgage)
- Lease extension
  - o Section 42 Notice Procedure
  - o Informal Procedure
- Commercial Conveyancing
- Probate
- Lasting Power of Attorney
- Other costs arising in some transactions

## **Conveyancing – Sale**

Andrew Croft & Co Costs:

Sale Price up to £1,000,000:	£1,850	plus VAT £370	= £2,220
Sale Price up to £2,000,000:	£3,995	plus VAT £799	= £4,794

The above price will include, if applicable, redemption of a mortgage with any high street lender. If there is a personal charge over the property, or if you have a mortgage with a non-standard lender, then additional costs *may* be charged at the hourly rate of £225 plus VAT per hour.

Disbursements on a typical sale are as follows:

Land Registry Title and Documents:	£15
If Leasehold - Service Charge Pack:	£100 - £450
If Leasehold - Landlord's Consent (if required under the lease):	£200 - £500
Bank Transfer Fees (each):	£5 - £15

You should also budget, of course, for your estate agents' fees which are usually charged as a percentage, but which will also be subject to VAT.

## **Conveyancing – Purchase (No mortgage)**

Andrew Croft & Co Costs:

Sale Price up to £1,000,000:	£2,695	plus VAT £539	= £3,234
Sale Price up to £2,000,000:	£4,695	plus VAT £939	= £5,634

We generally do not act for any lenders and the above costs are based on you being a "cash purchaser". In the event that you have a mortgage and would like us to act for you, you will be expected to pay the lender's conveyancers fee which we estimate will be between £175 to £1,000 plus VAT.

In addition to Stamp Duty Land Tax, which is based on various factors, disbursements on a typical purchase are as follows:

Conveyancing Searches:	£400	-	£500
Land Registry Fees:	£40	-	£455
Land Registry Protection Search:	£4		
Bank Transfer Fees (each):	£5	-	£15
If Leasehold, Notice Fee:	£5	-	£250

We suggest that you budget for an additional amount of £1,000 to cover the additional legal and other costs in respect of leasehold property, which will become known during the transaction. You will also be expected to refund the seller any service charges, buildings insurance and ground rent that they have paid for the service charge year in which completion of your purchase takes place.

## **Lease Extension – section 42 Notice**

The costs for dealing with a formal lease extension under the statutory provisions range from £1,750 - £2,500 plus VAT, depending on the complexity of the transaction. These fees will include any application to the Residential Property Tribunal however, once the application is made, then an hourly rate of £225 plus VAT will apply.

You will also be responsible for the Landlord's legal and valuation fees. These will likely be in the region of £2,000 for the legal fees, and £1,000 for the valuation fees. These vary, depending on who the landlord's instruct to deal with their matter.

There will be Land Registry disbursements of less than £100.

If an application to the Tribunal is made, the application fee is £100 and if the case goes to a hearing a hearing fee of £200 will be payable. In the event of a hearing, you may wish to have your valuer attend, and their additional charges will apply. We would usually instruct a barrister to attend on your behalf, and an estimate of their fees would be obtained. Please note that in the majority of cases, the lease is completed without the need for an application, and even more unlikely is the need for a hearing.

## **Lease Extension – informal**

Our fees for dealing with an informal lease extension will be £1,500 - £2,000 plus VAT, depending on the lease and whether any other amendments are required. You will be responsible for the landlord's legal fees estimated at £1,500.

If you have a mortgage over the property, then we will need to obtain a Deed of Substituted Security and the lenders solicitors fees are in the region of £500 plus VAT.

There will be Land Registry disbursements of less than £100.

## Commercial Conveyancing

Commercial conveyancing is somewhat more involved than residential, and each transaction can vary depending on the nature of the business, what is contained in the lease, and any landlord requirements. The following fees are minimum fees, and with commercial matters, if things become protracted or complex, then we reserve the right to increase the fees, although we will, of course, tell you if this is going to be the case.

Sale:	£2,250 plus VAT (£450)	= £2,700
Purchase:	£2,500 plus VAT (£500)	= £3,000
New Lease:	£2,750 plus VAT (£550)	= £3,300

In addition, the following fees may be charged:

Authorised Guarantee Agreement:	£250 plus VAT (£50)	= £300
Licence to Assign:	£250 plus VAT (£50)	= £300
Rent Deposit Deed:	£275 plus VAT (£55)	= £330

### Disbursements and payment to Third Parties:

Conveyancing searches (purchase):	£500 (estimate)
Landlords solicitors fees:	£1,500 - £3,000 (estimate)
Landlords fees for dealing with replies to enquiries:	£500 - £1,500 (estimate)
Land Registry:	£6 - £1,000
Estate agents fees:	Varies
Stamp Duty Land Tax:	Varies

## **Probate (Non-Contentious) Matters**

Our probate fees depend on the complexity and time involved. In matters where there is no Property, and perhaps 2 – 4 bank and savings account, our fees would begin at £4,500 plus VAT of £900 (minimum fee)

In respect of Probate matters where Property is involved, or if a smaller estate is more complex, and the Inheritance Tax Return is via the short form (IHT205) we charge 1.5% of the Gross Value of the Estate plus VAT. These usually are smaller estates worth less than the current IHT threshold, which in the case of the deceased being a widow, and leaving the “family home” to their children, this would be on most estates worth up to £900,000 (£950,000 from 5 April 2019).

For example, on an estate that is worth £675,000 where Husband died several years ago leaving everything to his spouse, when the spouse dies, the estate is calculated and shows there is a property worth £500,000 and savings and bank accounts containing £175,000 with debts of, perhaps, £10,000 to cover the funeral and any outstanding utilities. The Net Value of the Estate would be £665,000 and our fee would be 1.5% of this equating costs of £9,975 plus VAT of £1,995.

In respect of Probate matters where the longer form IHT 400 and several additional schedules will be required to be completed, is returned, usually (but not in all cases) where Inheritance Tax is paid, our fees are charged at 2.5% of the Gross Value of the Estate plus VAT. Where Andrew Croft acts as the Executor of the estate, fees will be up to 3% plus VAT of the gross value of the estate.

For example, a single person, with no children, owning a flat worth £350,000, several bank, savings and investments accounts containing £200,000, shares held worth £75,000 making a total estate worth £625,000, and debts of £10,000 providing a Net Value of the estate of £615,000. Inheritance Tax would be due in the sum of £116,000 (as the taxable estate is calculated as being £615,000 - £325,000 IHT Threshold = £290,000). Our costs will be 2.5% of £615,000 equating to £15,375 plus VAT of £3,075.

These fee structures shown here are a guide, and in the event of more complex estates, such as where there is foreign property, or any complex issues, for example, the transfer of the family home into the name of the children prior to death (potential gift with reservation), or if a Deed of Variation of the Will or intestacy is required, then additional fees may apply depending on the circumstances.

Some estates may be subject to Capital Gains Tax or Income Tax, and we are able to assist with the appointment of an accountant to deal with these matters if necessary, unless you already have an accountant and you may wish to instruct them.

## Lasting Power of Attorney

A Lasting Power of Attorney (LPA) is a legal document which allows you to choose any person or persons to make decisions on your behalf relating to either financial decisions, health & care decisions, or both. It must be made while you still have mental capacity, so that it can be used if you ever lose mental capacity. While you still retain mental capacity, you can choose whether or not your attorneys may act on your behalf.

The LPA must be registered with the Office of the Public Guardian and can immediately be used, or if you prefer, can only be used once you have lost mental capacity.

Financial decisions: this allows the Attorney to make decisions about paying bills, dealing with your bank, selling any Property that you own, and general financial arrangements.

Health & care decisions: this allows your Attorney to be able to make decisions on treatment, care, medication, care homes and so on.

The costs involved as follows:

Drafting one LPA: £650 plus VAT (£780)

Drafting two LPAs: £800 plus VAT (£960)

If we are dealing with a couple, and the LPAs are mirrored, then we charge as follows:

Drafting two LPAs (2x financial or 2x health): £950 plus VAT (£1140)

Drafting four LPAs (2x financial and 2x health): £1400 plus VAT (£1680)

In addition the registration fee of the Office of the Public Guardian are as follows:

Registration fee x 1: £82

Registration fee x 2: £164

Registration fee x 4: £328

## Other costs

For **every instruction** and person we have to carry out an ID check to verify you, and this will include an Anti-Money Laundering check: £30 + VAT (£35)

Where we carry out the following services as part of a transaction, the following additional costs may apply to your matter:

Bank transfer:	£25 + VAT (£30)
International bank transfer:	£35 + VAT (£42)
Application to the Land Registry (for example to register a transfer):	£30 + VAT (£36)
Register death of Joint Proprietor with the Land Registry:	£125 + VAT (£150)
Update address for service with the Land Registry:	£125 + VAT (£150)
Dealing with the Stamp Duty Land Tax Return:	£30 + VAT (£36)
Obtaining office copy Register, Plan and Documents (each):	£10 + VAT (£12)
Obtaining historical information from the Land Registry:	£40 + VAT (£48)
Bankruptcy search (per name):	£15 + VAT (£18)
Arranging indemnity insurance:	£75 + VAT (£90)
Companies House check:	£45 + VAT (£54)
Obtaining copies of documents, e.g. Probate or Marriage Certificate:	£60 + VAT (£72)
Providing an undertaking to another firm of Solicitors:	£50 + VAT (£60)
Validating a Lasting Power of Attorney:	£175 + VAT (£210)
Arranging a courier:	£45 + VAT (£54)
Certified copies of ID (Passport & proof of address):	£35 + VAT (£42)
Additional documents:	£10 + VAT (£12)