



Greenwoods Solicitors Costs and Service Information Residential conveyancing

Prices

In most cases we are able to provide you with a fixed-fee buying or selling your home.

The costs of our conveyancing services depend on several factors such as the price you are paying for the property, whether the property is a leasehold or a freehold property and the complexity of your particular transaction. You can get an instant, free, no obligation conveyancing estimate by answering a few questions on our conveyancing quote calculator. Alternatively, the example below outlines our typical fees and disbursements.

PURCHASE OF A RESIDENTIAL PROPERTY

An example of our typical costs follows:

The typical costs listed below cover the work involved in a standard property purchase, including dealing with the registration of the property at the Land Registry and, where applicable, dealing with the submission and payment of any Stamp Duty Land Tax (in England) or Land Transaction Tax (in Wales).

An example of a typical freehold house purchase for £200,000.00

Item	Amount	VAT	Subtotal
Legal fees	£895.00	£179.00	£1,074.00
Archiving fee	£35.00	£7.00	£42.00
Stamp Duty Admin	£75.00	£15.00	£90.00
Bank Transfer Admin	£35.00	£7.00	£42.00

Disbursements

Land Registry Search	£3.00	n/a	£3.00
Bankruptcy Search	£2.00	n/a	£2.00
AML Searches	£13.80	n/a	£13.80
Search Pack	£323.00	n/a	£323.00
Land Registry Fee	£100.00	n/a	£100.00
Subtotal	1,481.80	£208.00	£1,689.80
Stamp Duty (<i>This will depend on circumstances</i>)			
Estimate Total			£1,689.80

***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. Below is a list of typical disbursements that have been included in the estimate above, although these may vary depending on the circumstances:

Searches – depending where your property is, the requirement for different searches and their costs can vary. We would estimate searches to cost between £300 and £400 including a Local Authority Search, Drainage and Water Search, and Environmental Search. Some areas may require further searches such as a coal mining search

Land Registry Fee – this is the fee charged by the Land Registry to register the property into your name. The fee for this is set by the Land Registry and depends on a few circumstances (eg. price paid, the property being registered already at the Land Registry). Information on these fees can be found here – HM Land Registry: Registration Services fees – GOV.UK (www.gov.uk). We will always endeavour to submit applications through the Business Gateway in order to take advantage of the reduced fees, however where this is not possible (for example, registering a new build property) then the higher rate would apply.

Pre-Completion Searches – typically we are required to carry out a Land Registry Priority Search which costs £3.00 and a bankruptcy search at a cost of £2.00 per person.

Work included and key stages

The precise work and stages involved in the purchase of a residential property vary according to the circumstances. However, we have set out the key stages involved in a typical purchase transaction:

- Take your instructions and give you initial advice.
- Check finances are in place to fund the purchase and contact the lender's solicitors if needed.
- Receive and review contract documents.
- Carry out searches.
- Make any necessary enquiries of seller's solicitor.
- Check the title of the property and prepare the document to transfer ownership to you.
- Give you advice on all documents and information received.
- Send the final contract and other documents to you for signature and ask you to pay the agreed deposit to us so that contracts can be exchanged.
- Agree a completion date (date from which you own the property).
- Arrange for all monies needed to be received from the lender (if applicable) and you.
- Exchange contracts and notify you that this has happened.
- Complete purchase.
- Deal with payment of Stamp Duty Land Tax.
- Deal with application for registration at Land Registry.
- Notify you and your lender (if applicable) and you of registration once confirmed.

Services excluded

Our service will not include any of the following:

- Advice on the value of the property.
- Advice on the suitability of your mortgage or any other financial arrangements.
- A physical inspection of the property.
- Advice in relation to the physical structure of buildings or fire safety issues
- Advice in relation to the height of buildings and the specific provisions in the BSA 2022 that apply to a property
- Advice on any planning implications unless instructed to do so which may be subject to additional charges.

- Checks on the property to ensure that it has been built in accordance with any planning permissions granted.
- Advice on any search result findings that identify contaminated land, fracking sites, or other environmental issues.
- Advice on tax or other accounting matters.

Approximate/ average timescales

How long it will take from instructing your solicitor until you can move into your house will depend on a number of factors. However, the average process takes around 10-12 weeks.

It can be quicker or slower depending on the parties in the chain and the efficiency of third parties involved in the purchase such as the seller's solicitors, the solicitors representing other buyers and sellers in the chain, your bank if you are taking out a mortgage, search providers and the relevant local authority to conduct your local search.

Factors that could increase costs

In some circumstances we may increase our fees to account for additional time, work or skill required to meet your instructions. Examples include:

- If your lender makes detailed instructions requiring us to deal with matters on their behalf
- If your lender instructs another conveyancer to act for them.
- If a trust document is required.
- If the property is leasehold
- If the legal title is defective or unregistered
- If the property is a new build
- If you are using a Help to Buy IAS / Lifetime ISA
- If you are getting a Help to Buy Equity Loan
- If the property is Shared Ownership

SALE OF A RESIDENTIAL PROPERTY

The typical costs listed below cover the work involved in a standard property sale.

An example of a typical freehold house sale for £200,000.00

Item	Amount	VAT	Subtotal
Legal fees	£850.00	£170.00	£1020.00
Archiving fee	£35.00	£7.00	£42.00
Bank Transfer Admin	£35.00	£7.00	£42.00
Disbursements			
Land Registry Documents	£6.00	n/a	£6.00
AML Searches	£13.80	n/a	£13.80
Estimate Total	939.80	£184.00	£1,123.80

***Disbursements**

Disbursements are third party costs that are often incurred during the conveyancing process. Below is a list of typical disbursements (which we have included in the example estimate above), although these may vary depending on the circumstances:

Land Registry Documents – typically between £6 and £15 for a freehold property

Work included and key stages

The precise work and stages involved in the sale of a residential property vary according to the circumstances. However, we have set out the key stages involved in a typical sale transaction:

- Take your instructions and give you initial advice.
- Check the title of the property you are selling.
- Prepare documents, the contract of sale and deeds relating to your sale.
- Dealing with questions and enquiries raised by your buyer(s)' solicitors.
- Reporting and providing information to you relating to the property you are selling.
- Approving the transfer deed from the buyer(s)' solicitors.

- Exchanging contracts following any necessary negotiations on the terms.
- Completing your sale and accounting to you for the proceeds or receiving from you any monies required to complete the sale.
- Dealing with all post-completion matters, particularly repaying any outstanding mortgages or loans.

Services excluded

Our service will not include any of the following:

- Advice on the value of the property.
- A physical inspection of the property.
- Advice in relation to the physical structure of buildings or fire safety issues
- Advice in relation to the height of buildings and the specific provisions in the BSA 2022 that apply to a property
- Advice on any planning implications unless instructed to do so which may be subject to additional charges.
- Checks on the property to ensure that it has been built in accordance with any planning permissions granted.
- Advice on any search result findings that identify contaminated land, fracking sites, or other environmental issues.
- Advice on tax or other accounting matters.

Approximate/ average timescales

How long it will take from the date you instruct your solicitor until the sale is completed, will depend on a number of factors. However, the average process takes around 10-14 weeks.

It can be quicker or slower depending on the parties in the chain and the efficiency of third parties involved in the sale such as the buyer's solicitors, the solicitors representing other buyers and sellers in the chain, your buyer's bank if they are taking out a mortgage, search providers and the relevant local authority to conduct your buyer's local search.

Factors that could increase costs

In some circumstances we may increase our fees to account for additional time, work or skill required to meet your instructions. Examples include:

- If there is a defect in the property title which requires remedying prior to completion.
- If we are required to discharge more than one mortgage or loan on the property.
- If there is a Help to Buy equity loan
- If the property is shared ownership
- If the property is leasehold
- If the property is unregistered
- If we are required to obtain retrospective approval to any alterations to a property or obtain an insurance indemnity policy in relation to any problem concerning the transaction.
- If a chief rent or ground rent is payable and you do not provide an up to date rent receipt.

REMORTGAGE OF A RESIDENTIAL PROPERTY

The typical costs listed below cover the work involved in a standard remortgage.

An example of a typical freehold remortgage for a loan of £200,000.00

Item	Amount	VAT	Subtotal
Legal fees	£595.00	£119.00	£714.00
Archiving fee	£35.00	£7.00	£42.00
Bank Transfer Admin	£35.00	£7.00	£42.00
Disbursements			
Land Registry documents	£6.00	n/a	£6.00
Land Registry Search	£3.00	n/a	£3.00
Bankruptcy Search	£2.00	n/a	£2.00
Search Insurance	£20.00	n/a	£20.00
Land Registry Fee	£30.00	n/a	£30.00

AML Search fee	£13.80	n/a	£13.80
Estimate Total	739.80	£33.00	£872.80

***Disbursements**

Disbursements are third party costs that are often incurred during the conveyancing process. Below is a list of typical disbursements (which we have included in the example estimate above), although these may vary depending on the circumstances:

Land Registry Documents – typically between £6 and £9 for a freehold property.

Search insurance – if your lender is agreeable to using search insurance then you can save time and money by not having to carry out searches such as a Local Authority Search on the property. Most major lenders are happy to accept this and it often costs in the region of £20-£50 including VAT.

Work included and key stages

The precise work and stages involved in the mortgage or remortgage of a residential property vary according to the circumstances. However, we have set out the key stages involved in a typical mortgage/ remortgage transaction:

- Take your instructions and give you initial advice.
- Obtaining your title deeds.
- Checking the title of your property.
- Carrying out a Local Authority search if required by your lender.
- Acting on your mortgage lender's instructions.
- Obtaining your signature to the mortgage Deed and other documents where appropriate.
- Reporting to the mortgage company and obtaining the mortgage advance.
- Completing the remortgage. This is the date when the old mortgage will be repaid and the new mortgage will commence.
- Accounting to you with the proceeds or receiving from you any monies required to complete the remortgage
- Registering the transaction with the Land Registry.
- Forwarding the title documents to the mortgage company and you

Services excluded

Our service will not include any of the following:

- Advice on the value of the property.
- A physical inspection of the property.
- Advice on the suitability of your mortgage or any other financial arrangements.
- Advice on any search result findings that identify contaminated land, fracking sites, or other environmental issues.
- Advice on tax or other accounting matters.
- Advice in relation to the physical structure of buildings or fire safety issues
- Advice in relation to the height of buildings and the specific provisions in the BSA 2022 that apply to a property
- Advice on any planning implications unless instructed to do so which may be subject to additional charges.
- Checks on the property to ensure that it has been built in accordance with any planning permissions granted.

Approximate/ average timescales

The length of time that it will take to complete your mortgage or remortgage will depend on a number of factors. However, the average process takes around 6 weeks.

It can be quicker or slower depending on the parties in the chain and the efficiency of third parties involved in the mortgage or remortgage such as your lender, search providers and the relevant local authority to conduct your local search if required.

Factors that could increase costs

In some circumstances we may increase our fees to account for additional time, work or skill required to meet your instructions. Examples include:

- If your lender makes detailed instructions
- If your lender instructs another conveyancer to act for them.
- If a trust document is required.
- If there is a defect in the property title
- If we are required to discharge more than one mortgage or loan on the property.
- If there is a Help to Buy equity loan

- If the property is shared ownership
- If the property is leasehold
- If the property is unregistered
- If we are required to obtain retrospective approval to any alterations to a property or obtain an insurance indemnity policy in relation to any problem concerning the transaction.
- If a chief rent or ground rent is payable and you do not provide an up to date rent receipt.