

Charges for additional costs and services

Additional fees may also be charged for additional work and services over and above the legal work in a free standard legal fee conveyancing case. Your conveyancer will discuss your requirements with you and obtain your consent to proceed before any such fees are incurred. Below are examples of some of the most common additional fees:

Additional Work	Additional Fee (excluding VAT)
Admin fee for credit cards (minimum £4.50 payment)	2.5% of balance
Admin fee for debit cards (minimum £4.50 payment)	1.5% of balance
Admin fee to order documents/leases referred to in office copies (plus document cost)	£10
Assignment/reassignment of life policies (per policy)	£30
Cancelling a cheque	£25
Checking and approving an existing solar panel lease	£90
Completing electronic ID checks (per customer)	£5
Completing and verifying identification checks for expat customers	£40
Completing tenement checks on a flat or tenement property (Scotland) (on non fast track cases only)	£75
Dealing with independent solicitors (hourly rate)	£130
Dealing with independent solicitors (to send purchase monies only) £40	£130
Dealing with an unsecured loan	£25
Deed of guarantee	£150
Deed of postponement	£195
Deed of variation	£50
Defective title (hourly rate plus disbursements)	£130
Drafting a matrimonial separation agreement	£50
Drafting a statutory declaration	£50
Drafting an enduring power of attorney	£95
Drafting assured shorthold tenancy	£95
Drafting RX3/RX4 forms	£50
First registration at Land Registry (plus Land Registry fee above £20)	£95
Forwarding a copy title information document / updated registers of title to borrower	£20
Forwarding pre-registration deeds and documents	£10
Freehold purchase fee (plus Land Registry fee, searches, stamp duty land tax)	£195
Insufficient postage on documents received from customer	£5
Investigating bankruptcy entries per case (insolvency check)	£30
Investigating the title to additional land	£45
Leasehold supplement (complex cases that do not meet the Fast Track criteria)	£95
Letters of postponement from the Ministry of Defence or local authorities on right to buy cases (per letter)	£50
Matrimonial waiver	£15
Obtaining a letter of undertaking re search (Scotland)	£15
Obtaining a letter of undertaking re Title (Scotland)	£50
Obtaining a bespoke indemnity insurance policy (plus policy premium)	£45
Obtaining/processing a change of name deed/marriage certificate or verifying the borrower's name or address to Land Registry	£10
Other additional work not listed here (hourly rate)	£130
Pending repossession	£150
Postponing a completion at the request of the customer where the panel firm have received all of the necessary documents from the customer and submitted the COT at the customer's request.	£30
Processing an overpayment received from a previous lender not due to the fault of the panel firm	£25
Purchasing a further share in a shared ownership property	£195

Redeeming and discharging an Islamic finance loan	£195
Redeeming an existing Help to Buy mortgage	£75
Registering a 3rd party transfer of Title (plus Land Registry fees, searches, stamp duty land tax)	£100
Removal of second charges	£0
Removal of third and subsequent charges (per charge)	£30
Removing a personal charge	£150
Removing a tenancy in common restriction	£50
Returning a mortgage advance to a lender when completion delayed by borrower (plus same day payment fee)	£25
Reversing legal completion	up to £390
Satisfy & remove a restriction / caution / (inhibition in Scotland)	£150
Satisfying a special condition in the mortgage offer (hourly rate)	£90
Settling an IFA's professional fees	£20.83
Shared ownership leases (purchase of an additional tranche) (plus Land Registry fees, searches, stamp duty land tax)	£195
Simple declarations of trust	£195
Sourcing a shortfall over £1000	£25
Split off from parent title / creation of servitude rights /burdens (Scotland)	£195
Stamp Duty Land Tax admin fee	£75
Telegraphic transfer of surplus funds to the borrower (per transfer)	£20.83
Telegraphic transfer to redeem each existing charge (per transfer)	£20.83
Title deeds storage fee (Scotland) (per annum)	£75
Transfer of equity (plus Land Registry fees, searches, stamp duty land tax)	£245
Unclear searches (investigating entries)	£75
Upgrading a legal title	£50