

## Conveyancing cost estimate template

### Conveyancer's fees

- Legal fee
- VAT on legal fee
- Mortgage administration fee (if any)
- Amount of referral fee paid (if any)
- Recipient of referral fee (if any)

• Subtotal

### Search fees

- Search fees
- VAT on search fees

• Subtotal

Disbursements (these are costs payable to third-parties that relate to your matter, for example stamp duty when buying a house).

### Purchase

- HM Land Registry fee
- HM Land Registry searches
- Electronic money transfer fee

• Subtotal

### Sale

- Official copies
- Electronic money transfer fee

• Subtotal

### Stamp Duty Land Tax (on purchase)

• Likely SDLT

Grand total (This will give clients a clear understanding of the total cost of the transaction and so the full funds the client will need to complete it.)

**Note:** In the unlikely event your matter will exceed this cost, you will be informed of this as early as possible. Matters typically exceed the quoted fee when they are particularly complicated, for example...

You may consider collecting the following information to help generate a conveyancing estimate:

- Whether a first time buyer
- Whether a re-mortgage
- Whether freehold or leasehold
- Whether a new build
- Whether first registration of title
- Whether a mortgage or not
- Whether an Islamic mortgage
- In purchase cases, whether primary residence, buy to let or second/holiday home
- Whether multiple owners
- Whether a shared ownership scheme
- Whether using a help to buy scheme
- Whether purchase under right to buy
- Whether purchase at auction
- Whether property has been repossessed

**NB:** This list is not intended to be exhaustive.

## Probate cost estimate template

### Legal fees

- Fee for grant of probate only
- Fee for estate administration
- VAT on legal fees

Disbursements (these are costs payable to third-parties that relate to your matter, for example stamp duty when buying a house).

- Likely disbursements

Grand total (*This will give clients a clear understanding of the total cost of the transaction and so the full funds the client will need to complete it.*)

**Note:** In the unlikely event your matter will exceed this cost, you will be informed of this as early as possible. Matters typically exceed the quoted fee when they are particularly complicated, for

Unlike the conveyancing estimate, we do not believe that it would be sensible to provide at this stage an estimate of any tax that might be payable as that will depend on too many variables within the estate but you should make it clear that tax may be payable and will be discussed in more detail.

You may consider collecting the following information to help generate a probate estimate:

- Whether there is a will and if it has been located
- Whether any executors have died or refused to act
- Whether the grant of probate is likely to be contested
- Estimated total value of assets
- Number and value of properties and whether they are outside England and Wales
- Number and value of actual assets/liabilities apart from properties
- Number of beneficiaries and if any do not have capacity under the Mental Health Act or a minor
- Whether there are any trusts in the Will
- Whether there are any missing beneficiaries
- Whether the estate is taxable
- Whether any gifts were made in lifetime
- Whether any forensic work is needed to create family tree under intestacy

**NB:** This list is not intended to be exhaustive.

**Example: Fixed fee (specific value)**

**Purchase of a freehold house at a value of £X with a mortgage.**

**We offer this service at a fixed fee of £X plus VAT. This will be the total cost of the service, and includes both our fee and disbursements.\***

**This fee breaks down as follows:**

**Legal fees:**

Our fee: £X

VAT on our fee: £X

**Disbursements** *(these are costs payable to third-parties that relate to your matter)*

Taxes/stamp duty etc: £X

Other disbursement: £X (plus VAT)

Other disbursement: £X

Other disbursement: £X

***Or***

If you cannot provide the exact cost of the disbursement(s):

Other disbursement: £X - £X (final cost depends on...)

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Other disbursement: £X - £X (final cost depends on...)

**\*Note:** This fee will only cover the services mentioned above. If your matter requires additional work that is not included in this estimate, you will be informed of this and what the additional cost will be at the earliest possible time. Matters typically exceed the quoted fee when they are particularly complicated, for example where a lease has to be extended as part of the purchase of a leasehold property.

**Example: Fixed fee (value range)**

Sale price (freehold)	£200,000 - £499,000	£500,000 - £799,000	£800,000 +
Legal fee	£X	£X	£X

Sale price (leasehold)	£200,000 - £499,000	£500,000 - £799,000	£800,000 +
Legal fee	£X	£X	£X

Purchase price (freehold)	£200,000 - £499,000	£500,000 - £799,000	£800,000 +
Legal fee	£X	£X	£X

Purchase price (leasehold)	£200,000 - £499,000	£500,000 - £799,000	£800,000 +
Legal fee	£X	£X	£X

VAT will be charged at the current rate in addition to the legal fee.

**Disbursements** (*these are costs payable to third-parties that relate to your matter*)

Taxes/stamp duty etc: £X

Other disbursement: £X (plus VAT)

Other disbursement: £X

Other disbursement: £X

**Or**

If you cannot provide the exact cost of the disbursement(s):

Other disbursement: £X - £X (final cost depends on...)

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Other disbursement: £X - £X (final cost depends on...)

**Note:** If your matter requires additional work that is not included in this estimate, you will be informed of this and what the additional cost will be at the earliest possible time. Matters typically exceed the quoted fee when they are particularly complicated, for example where a lease has to be extended as part of the purchase of a leasehold property.

### **Example: Hourly rate**

The hourly rates quoted below differ depending on the experience and seniority level of the conveyancer/probate lawyer dealing with the matter.

**The team** *(for example: our conveyancing team/our probate team)*

**Category of work** *(for example, “buying a freehold property”, or “grant of probate”)*

On average, this type of work takes between X-X hours to complete for a partner/senior associate/etc. The number of hours it takes depends on the circumstances in your case, and the experience level of the person doing the work.

### **Grade**

Partner (with over X years post-qualification experience): £X/hour – NAME

Licensed Conveyancer/solicitor (with over X years post-qualification experience): £X/hour – NAME

Other conveyancers/fee earners (with X years post qualification experience): £X/hour – NAME

Trainee conveyancers/paralegals etc (non-qualified): £X/hour – NAME

VAT will be charged at the current rate in addition to the legal fee.

**Disbursements** *(these are costs payable to third-parties that relate to your matter, for example stamp duty when buying a house)*

Other disbursement: £X (plus VAT)

Other disbursement: £X

Other disbursement: £X

**Or**

If you cannot provide the exact cost of the disbursement(s):

Other disbursement: £X - £X (final cost depends on...)

Other disbursement: £X - £X (final cost depends on...)

**Note:** All work undertaken by trainee conveyancers or other unqualified persons will subject to supervision of a senior (qualified) member of staff. The cost for unqualified members of staff *includes/does not include* the cost of the senior member of staff reviewing the work before it is completed.