



# Khan Solicitors

## Client Information Sheet

### Conveyancing Services

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## Introduction

As part of our professional rules, we aim to ensure that anyone wishing to use our services has the information they need to make an informed choice of legal services provider, including understanding what the costs may be.

## Why instruct Khan Solicitors?

Here at Khan Solicitors we understand how buying and selling a property is traditionally seen as one of the most stressful times in a person's life. We therefore aim to make this as straightforward and as smooth a process as possible. We avoid legal jargon and offer our clients clear professional advice from lawyers with a wealth of experience gained over many years in the field of conveyancing.

Based in Bradford and accredited against the Law Society Lexcel standard, our approach to clients is one of friendliness and efficiency. Our clients are made to feel welcome but also confident that their legal issues are dealt with in a manner that both expedient and competent. We strive to create the right impression by being as available and as approachable as possible. We offer high quality, friendly and efficient service, being the link in the chain keeping all parties informed and up to date throughout the conveyancing process.

As a conveyancing client of Khan Solicitors, you will benefit from having the same designated conveyancer throughout the process from start to finish, thereby avoiding the "call centre chase" experienced when instructing a firm dealing in high volume conveyer belt conveyancing.

## Our Conveyancing Team

### **Abdul Sattar** **Solicitor**

Abdul Sattar qualified as a solicitor in 2008 and has over 11 years of experience in business and residential conveyancing. He has acted for a wide range of business and residential property clients (sale or purchase) including developers, owners and occupiers of business property.

Sattar deals with all aspect of the conveyancing matters, from seeing clients in person to completion. With his vast wealth of knowledge and experience in this field he is able to deliver high quality service and is very much valued by his clients.

Sattar is also fluent in speaking Urdu, Punjabi and Pushto.

### **Rashid Majid** **Director- Solicitor-MLRO and Head of Supervision.**

Rashid Majid, a senior solicitor who qualified in 1996 has been with the firm since inception. He is a duty qualified solicitor and a VHCC (Very High Cost Cases) supervisor. Rashid has vast knowledge and experience in overseeing tasks and ensuring successful completion of them. Clients of the firm can be assured that services will be delivered at maximum quality.

# Purchase of a property

## Our Fees

Our fees cover all of the work\* required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

We do not provide and deal with the mortgage-related purchase.

Value of Property	Legal Fees	
	Freehold	Leasehold
£0-100,000	£600.00	£600.00
£100,001 to £250,000	£1500.00	£1500.00
£250,000	£2000.00	£2000.00

VAT of 20% should be added to the above

## Additional Fees

Unregistered Property	£100.00 +VAT
Arranging Indemnity Policy	£50.00 + VAT
Gifted Deposit	£100.00 + VAT
Dealing with Third Party or Overseas Clients	£50.00 + VAT
Statutory Declaration	£100.00 + VAT

## What is included?

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 to ensure a smoother process but before we pay the organisation we will notify you and ask your agreement. The disbursements which we anticipate will apply are set out separately below and are addition to our charges set out above. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

- HM Land Registry fee: variable dependant on the property purchase price
- Search fees: £195.00 for standard search
- VAT on search fees
- Electronic money transfer fee: £30 for Chaps £25 BACS

## Anticipated Disbursements\*

- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £50 -£100
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £50 and £150
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £50 and £200.
- Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £50-£200.

*\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.*

You should also be aware that ground rent and service charge are likely to apply throughout your ownership of the property. We will confirm the ground rent and the anticipated service charge as soon as this we receive this information.

## **Stamp Duty or Land Tax (on Purchase)**

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using [HMRC's website](#) or if the property is located in Wales [by using the Welsh Revenue Authority's website here](#).

## **What is not included?**

We do not report on structural survey's which are outside our area of expertise

## **How long will my house purchase take?**

For any transaction, the timescales are subject to change depending on when your offer is accepted and factors involved such as:

- Number of parties in the chain
- Whether you are buying a new build property

A typical transaction will take between 10-14 weeks. However, if any of the above apply, or there are other factors we need to take into consideration, it may increase the time by a further 4-6 weeks and additional charges may occur. We will discuss this with you at the earliest opportunity so you always have a clear picture of how long things are likely to take.

## **Key stages involved**

The precise stages involved in the purchase of a residential property vary according to the circumstances.

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer with you
- Send final contract to you for signature
- Draft Transfer (if Leasehold purchase)
- Advise you on joint ownership (if Leasehold purchase)
- Obtain pre-completion searches (if Leasehold purchase)
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

## **Our fee assumes that:**

- this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
- this is the assignment of an existing lease and is not the grant of a new lease
- the transaction is concluded in a timely manner and no unforeseen complication arise

- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

## Factors that would typically increase the cost of the service

- legal title is defective, or part of the property is unregistered
- if you discover building regulations or planning permission has not been obtained
- if crucial documents you have previously requested from the client have not been provided

## Sale of a Property

### Our Fees

Value of Property	Legal Fees	
	Freehold	Leasehold
£0-100,000	£500.00	£500.00
£100,001 to £250,000	£1500.00	£1500.00
£250,000	£2000.00	£2000.00

VAT of 20% should be added to the above

### What is included?

Obtaining mortgage redemption statement and redeeming the mortgage on completion.  
Settling the Estate Agents Invoice on completion

### What is not included?

Sale with mortgage £100.00 + VAT  
Additional fees of £50 plus VAT for obtaining any Indemnity policies requested by the buyer's solicitors.

### How long will my house sale take?

For any transaction, the timescales are subject to change depending on when your offer is accepted and other factors involved, such as:

- Number of parties in the chain
- Whether the buyer has a mortgage in place
- Whether the buyer requests lease extension for a leasehold property
- Whether the searches flag up any issues
- Whether buyer's Survey shows up any issues
- Buyer's Enquiries

A typical transaction will take between 10-14 weeks. However, if any of the above apply or there are other factors we need to take into consideration, it may increase the time by a further 4-6 weeks and additional charges may occur. We will discuss this with you at the earliest opportunity, so you always have a clear picture of how long things are likely to take.

### Key stages involved

- Take instructions and give initial advice
- Obtain official copies of the Land registry title
- Supply the protocol documents to be completed by the vendor
- Draft the contract and collate the documents for the contract pack
- Send the contract and protocol documents to the buyer's solicitor

- Forward enquiries raised by the buyer to the client
- Answer legal enquiries raised by the buyer
- Obtain redemption statements
- (if required obtain indemnity Insurance quotation
- Approve the transfer document
- Obtain agents invoice
- Draft completion statement and send to client
- Send the transfer document and contract to client for signature
- Agree completion date
- Exchange contracts
- Obtain agents invoice
- Complete on sale
- Redeem mortgage
- Settle estate agents' invoice
- Forward property documents to buyer's solicitor
- Forward completion funds to clients nominated account

## Additional information

The firm charges are fixed in the above matters and in the circumstance where the matter becomes protracted, certainly we will discuss this with you at the earliest opportunity, so you always have a clear picture of how long things are likely to take and what costs would will incur to resolve your matter when the case is escalated to litigation. Generally, the followings charges will apply,

## Basic Costs

These are calculated for each hour engaged on your matter. Routine letters and telephone calls will be charged as units of one tenth of an hour. Other letters and telephone calls will be charged on a time basis.

Description	Hourly rate	+ VAT
Directors, consultants and Solicitors with over 4 years' experience	201.00	20%
Other Solicitors and Legal Executives (FCILEX)	177.00	20%
Trainee Solicitors	146.00	20%
Paralegals	111.00	20%

**Updated:** March 2020