

Residential Conveyancing

Purchase - Freehold Residential Property

Our fees cover all 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 is in Wales.

Conveyancer's fees and disbursements

a) Legal fees as follows:

£950.00 for properties valued up to £250000

£1100.00 for properties valued between £250001 to £500000

£1250.00 for properties valued between £500001 to £750000

£1500.00 for properties valued between £750001 to £1000000

£1950 for properties valued between £1000001 and £1250000.

For properties valued above £1250000 please enquire.

b) Fee for acting on behalf of the mortgage lender £100.00

c) Fee for using the Help to Buy Scheme £100.00

d) Electronic money transfer fee £30

e) VAT is payable at the current rate of 20% on our fees referred to at points (a), (b), (c) & (d).

We do not pay referral fees to third parties (e.g. estate agents or mortgage brokers).

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as search fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. The disbursements which we anticipate will apply are set out separately below. This list is not exhaustive and other disbursements may apply.

- HM Land Registry fee: A fee is payable to the Land Registry depending on the value of the property as follows: -

£20.00 for properties valued up to £80000

£40.00 for properties valued between £80001 to £100000

£95.00 for properties valued between £100001 to £200000

£135.00 for properties valued between £200001 to £500000

£270.00 for properties valued between £500001 and £1000000.

£455.00 for properties valued between £1000001 and over.

These fees assume there is a transfer of the whole title, for transfers of part, the fees are doubled.

- Search fees: From £250-£350 on average depending on the location of the property
- VAT is payable at the current rate of 20% on the search fees paid

Stamp Duty Land Tax

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.

Who will deal with your purchase?

Our residential conveyancing team will deal with your purchase. There are five members of the team who may work on your matter including our support staff Janice Doughty, Judy Salmon and Grace Yapi. Regardless of who works on your matter they will be supervised by Chris Pease, joint Senior Partner and Head of Residential Conveyancing.

Chris Pease

Chris is head of our team and has over 30 years' experience in dealing with all types of residential conveyancing transactions.

View Chris's profile at the People section of our website.

Louise Beaumont

Louise joined Longmores as a Legal Executive in our residential conveyancing team in 2018 having qualified as a Legal Executive in 2008 and has practised at firms in and around Hertford.

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How long will my house purchase take?

How long it will take from your offer being accepted until you can move in to your house will depend on several factors. The average process takes between 10 - 12 weeks. It can be quicker or slower, depending on the parties in the chain. For example, if you are a first-time buyer, purchasing a new build property with a mortgage in principle, it could take 6-8 weeks.

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, below are some of the key stages of the purchase:

- 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
- 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:

- a. 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 title to the property is unregistered or the preparation of additional documents ancillary to the main transaction
- b. the transaction is concluded in a timely manner and no unforeseen complication arise
- c. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- d. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.
- e. Planning permission and/or building regulations consent has not been obtained for works undertaken to the property.

Purchase - Leasehold Residential Property

Our fees cover all 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 is in Wales.

Conveyancer's fees and disbursements

a) Legal fees as follows: -

£1100.00 for properties valued up to £250000

£1250.00 for properties valued between £250001 to £500000

£1400.00 for properties valued between £500001 to £750000

£1650.00 for properties valued between £750001 to £1000000

£2100.00 for properties valued between £1000001 and £1250000.

For properties valued above £1250000 please enquire.

b) Fee for acting on behalf of the mortgage lender £100

c) Electronic money transfer fee £30

d) VAT is payable at the current rate of 20% on our fees referred to at points (a), (b) and (c)

We do not pay referral fees to third parties (e.g. estate agents or mortgage brokers).

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as search fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. There are certain disbursements which will be set out in the individual lease relating to the Property. The disbursements which we anticipate will apply are set out separately below. 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:

£20.00 for properties valued up to £80000

£40.00 for properties valued between £80001 to £100000

£95.00 for properties valued between £100001 to £200000

£135.00 for properties valued between £200001 to £500000

£270.00 for properties valued between £500001 and £1000000.

£455.00 for properties valued between £1000001 and over.

These fees assume there is a transfer of the whole title, for transfers of part, the fees are doubled.

- Search fees: From £250-£350 on average depending on the location of the property
- VAT is payable at the current rate of 20% on the search fees paid

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 - £100.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is £50 - £100.
- Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £50 - £100.

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 Land Tax

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.

Who will deal with your purchase?

Our residential conveyancing team will deal with your purchase. There are five members of the team who may work on your matter including our support staff Janice Doughty, Judy Salmon and Grace Yapi. Regardless of who works on your matter they will be supervised by Chris Pease, joint Senior Partner and Head of Residential Conveyancing.

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How long will my house purchase take?

How long it will take from your offer being accepted until you can move in to your house will depend on several factors. The average process takes between 10 – 12 weeks. It can be quicker or slower, depending on the parties in the chain. For example, if you are a first-time buyer, purchasing a new build property with a mortgage in principle, it could take 4-6 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 4 months. In such a situation additional charges would apply.

The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances. However, below are some of the key stages of the purchase:

- 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
- Send final contract to you for signature
- Draft Transfer
- Advise you on joint ownership
- Obtain pre-completion searches
- 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:

- a) 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 title to the property is unregistered or the preparation of additional documents ancillary to the main transaction

- b) this is the assignment of an existing lease and is not the grant of a new lease

- c) the transaction is concluded in a timely manner and no unforeseen complication arise

- d) all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation

- e) no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

- f) Planning permission and/or building regulations consent has not been obtained for works undertaken to the property.

Mortgage or Remortgage - Residential Property

Our fees cover all the work* required to complete the mortgage or Remortgage of your home, including dealing with registration at the Land Registry.

Conveyancer's fees and disbursements

- a) Legal fees - £450.00
- b) Electronic money transfer fee £30.00
- c) VAT is payable at the current rate of 20% on our fees referred to at points (a) & (b).

We do not pay referral fees to third parties (e.g. estate agents or mortgage brokers).

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as search fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. The disbursements which we anticipate will apply are set out separately below. This list is not exhaustive and other disbursements may apply.

- HM Land Registry fee: A fee is payable to the Land Registry depending on the value of the property as follows: -

£20.00 for properties valued up to £100000

£30.00 for properties valued between £100001 to £200000

£40.00 for properties valued between £200001 to £500000

£60.00 for properties valued between £500001 to £1000000

£125.00 for properties valued between £1000001 and over.

These fees assume there is a transfer of the whole title, for transfers of part, the fees are doubled.

- Search fees: From £250-£350 on average depending on the location of the property
- VAT is payable at the current rate of 20% on the search fees paid

If your property is a leasehold flat the following further disbursements may apply:

- Notice of Charge Fee – This fee if chargeable is set out in the lease. Often the fee is between £30-£100.00.
- Certificate of Compliance fee – to be confirmed upon receipt of the lease, as can range between £50-£100.00.

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.

Who will deal with your mortgage or remortgage?

Our residential conveyancing team will deal with your mortgage or remortgage. There are five members of the team who may work on your matter including our support staff Janice Doughty, Judy Salmon and Grace Yapi. Regardless of who works on your matter they will be supervised by Chris Pease, joint Senior Partner and Head of Residential Conveyancing.

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How long will my mortgage or remortgage take?

How long it will take from your mortgage offer being approved until you can complete your new mortgage will depend on several factors. The average process takes between 4-6 weeks. It can be quicker or slower, depending on the parties involved in the transaction.

The precise stages involved in the mortgage or remortgage of a residential property vary according to the circumstances. However, below are some of the key stages to the mortgage or remortgage:

- 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 mortgage documents
- Carry out searches
- Obtain further planning documentation if required
- Give you advice on all documents and information received
- Go through conditions of mortgage offer with you
- Send mortgage deed to you for signature
- Agree completion date (date from which your new mortgage will take effect)
- Arrange for all monies needed to be received from lender and you
- Complete mortgage or remortgage
- Deal with application for registration at Land Registry

* Our fee assumes that:

- d) 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 title to the property is unregistered or the preparation of additional documents ancillary to the main transaction
- e) the transaction is concluded in a timely manner and no unforeseen complication arise
- f) all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- g) no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.
- h) Planning permission and/or building regulations consent has not been obtained for works undertaken to the property.

Sale - Freehold Residential Property

Our fees cover all the work* required to complete the sale of your home, including paying your estate agent and redeeming your existing mortgage with your mortgage lender.

Conveyancer's fees and disbursements

a) Legal fees as follows:

£950.00 for properties valued up to £250000

£1000.00 for properties valued between £250001 to £500000

£1200.00 for properties valued between £500001 to £750000

£1500.00 for properties valued between £750001 to £1000000

£1950.00 for properties valued between £1000001 and £1250000.

For properties valued above £1250000 please enquire.

b) Fee for acting on behalf of the mortgage lender £100.00

c) Electronic money transfer fee £30.00

d) VAT is payable at the current rate of 20% on our fees referred to at points (a), (b) & (c).

We do not pay referral fees to third parties (e.g. estate agents or mortgage brokers).

Disbursements

Disbursements are costs related to your matter that are payable to third parties. We handle the payment of the disbursements on your behalf to ensure a smoother process. The disbursements which we anticipate will apply are set out separately below. This list is not exhaustive and other disbursements may apply.

- HM Land Registry fees for obtaining copies of your deeds: £10.00-£24.00
- Obtaining copy planning and/or building regulations documents - £10.00-£20.00
- Fees for duplicate Gas Safe/FENSA/NICEIC/CIGA certificates - £6.00-£42.00

Who will deal with your sale?

Our residential conveyancing team will deal with your sale. There are five members of the team who may work on your matter including our support staff Janice Doughty, Judy Salmon and Grace Yapi. Regardless of who works on your matter they will be supervised by Chris Pease, joint Senior Partner and Head of Residential Conveyancing.

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How long will my house sale take?

How long it will take from an offer being accepted until you can move out of your house will depend on several factors. The average process takes between 10 - 12 weeks. It can be quicker or slower, depending on the parties in the chain.

The precise stages involved in the sale of a residential property vary according to the circumstances. However, below are some of the key stages of the sale:

- Take your instructions and give you initial advice
- Check the amount outstanding on any mortgage and contact the mortgage lender if necessary.
- Prepare contract documents
- Obtain copy Land Registry title documents
- Forward completed sale questionnaire and fixture & fittings questionnaire to buyer's solicitor
- Reply to any enquiries raised by the buyer's solicitor
- Give you advice on all documents and information received
- Send final contract to you for signature
- Agree completion date (date from which you sell the property)
- Exchange contracts and notify you that this has happened
- Arrange for figures to be obtained from your estate agent for their commission and your mortgage lender to redeem your mortgage
- Complete sale.
- Forward title documents to buyer's solicitor.

* Our fee assumes that:

- e) 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 title to the property is unregistered or the preparation of additional documents ancillary to the main transaction
- f) the transaction is concluded in a timely manner and no unforeseen complication arise

- g) all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- h) no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.
- i) Planning permission and/or building regulations consent has not been obtained for works undertaken to the property.

Sale - Leasehold Residential Property

Our fees cover all the work* required to complete the sale of your new home, including paying your estate agent and redeeming your existing mortgage with your mortgage lender.

Conveyancer's fees and disbursements

a) Legal fees as follows: -

£1250.00 for properties valued up to £250000

£1400.00 for properties valued between £250001 to £500000

£1150.00 for properties valued between £500001 to £750000

£1800.00 for properties valued between £750001 to £1000000

£2250.00 for properties valued between £1000001 and £1250000.

For properties valued above £1250000 please enquire.

b) Fee for acting on behalf of the mortgage lender £100

c) Electronic money transfer fee £30

d) VAT is payable at the current rate of 20% on our fees referred to at points (a), (b) and (c)

We do not pay referral fees to third parties (e.g. estate agents or mortgage brokers).

Disbursements

Disbursements are costs related to your matter that are payable to third parties, we handle the payment of the disbursements on your behalf to ensure a smoother process. The disbursements which we anticipate will apply are set out separately below. 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 for obtaining copies of your deeds: £10.00-£24.00
- Obtaining copy planning and/or building regulation documents - £10.00-£20.00
- Fees for duplicate Gas Safe/FENSA/NICEIC/CIGA certificates - £6.00-£42.00:

Anticipated Disbursements

- Management pack fee - £200-300.00. This may be required from both the Landlord and the Managing Agent.

This fee varies from property to property and can on occasion be significantly more than the range given above. We can give you an accurate figure once we have sight of your specific documents.

Who will deal with your sale?

Our residential conveyancing team will deal with your sale. There are five members of the team who may work on your matter including our support staff Janice Doughty, Judy Salmon and Grace Yapi. Regardless of who works on your matter they will be supervised by Chris Pease, joint Senior Partner and Head of Residential Conveyancing.

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How long will my house sale take?

How long it will take from your offer being accepted until you can move out of your house will depend on several factors. The average process takes between 10 - 12 weeks. It can be quicker or slower, depending on the parties in the chain.

The precise stages involved in the sale of a residential leasehold property vary according to the circumstances. However, below are some of the key stages of the sale:

- Take your instructions and give you initial advice
- Check the amount outstanding on any mortgage and contact the mortgage lender if necessary.
- Prepare contract documents
- Obtain copy Land Registry title documents
- Forward completed sale questionnaire and fixture & fittings questionnaire to buyer's solicitor.
- Obtain leasehold packs from the Freeholder/management company.
- Reply to any enquiries raised by the buyer's solicitor
- Give you advice on all documents and information received
- Send final contract to you for signature
- Agree completion date (date from which you sell the property)
- Exchange contracts and notify you that this has happened
- Arrange for figures to be obtained from your estate agent for their commission and your mortgage lender to redeem your mortgage

- Complete sale.
- Forward title documents to buyer's solicitor.

* Our fee assumes that:

- e) 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 title to the property is unregistered or the preparation of additional documents ancillary to the main transaction
- f) this is the assignment of an existing lease and is not the grant of a new lease
- g) the transaction is concluded in a timely manner and no unforeseen complication arise
- h) all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- i) no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.
- j) Planning permission and/or building regulations consent has not been obtained for works undertaken to the property.

Probate

Fixed Fees

Longmores offer fixed fees for applications to obtain a Grant of Probate.

We offer this service where the client has ascertained the full extent of assets, liabilities and taxable gifts as at the date of death.

We can then help you through the process of completing the Inheritance Tax paperwork and preparing the application for the Grant of Probate. Under the fixed fee offering, we will deal with the following: -

- If the estate is non-taxable, we will prepare the Inheritance Tax form IHT205 and if necessary, the claim for a Transferable Nil-Rate Band on form IHT217
- If the estate is taxable or is not taxable but requires a submission to HM Revenue and Customs because a Residence Nil-Rate Band needs to be claimed or there are other circumstances which preclude the completion of a form IHT205 such as pre-death gifts totalling over £150,000 or a partial Transferable Nil-Rate Band, we will prepare form IHT400 and its supplementary pages;
- If a trust comes to an end as a result of the death, we will prepare form IHT100 for signature by the Trustees if instructed by them; and
- We will prepare the Oath for Executors for submission to the Probate Registry together with the original Will and relevant Inheritance Tax paperwork.

Our fixed fees are charged at two rates. The first is for a Junior Solicitor, the second for a Senior Solicitor or Partner.

Work undertaken	Junior Rate	Partner/Senior Rate
IHT205 + Oath -Non-taxable estate -No assets in trust	£500 + £100 VAT	£750 + £150 VAT
IHT205, IHT217 + Oath -Non-taxable estate -No assets in trust	£600 + £120 VAT	£850 + £170 VAT
IHT400 + Oath -Non-taxable estate (below £2 Million) -No assets in trust	£1,500 + £300 VAT	£2,000 + £400 VAT
IHT400, IHT100 + Oath -Taxable Estate (below £2 Million) - Assets in Trust	£1,750 + £350 VAT	£2,250 + £450 VAT

As part of our fixed fee we will: -

- Provide you with a dedicated and experienced Probate Solicitor to work on your matter
- Identify the legally appointed Executors;
- Accurately identify the type of probate application you will require

- Obtain the relevant documents required to make the application
- Complete the relevant HMRC forms
- Draft the Legal Oath for the Executors to swear
- Make the application to the Probate Court on your behalf
- Provide you with the Official Copies of the Grant (and original Grant of Probate if also required)
- The fixed fee service does not cover collecting of the assets in the estate, distributing assets, advice on the terms of the Will or assistance in implementing any of its terms, other than any incidental and brief clarification

We will also charge for the following disbursements. Disbursements are costs related to your matter that are payable to third parties, such as Court Fees. We will handle the payment of disbursements on your behalf to ensure a smoother process.

- Probate application fee of £155
- Additional Office Copies of the Grant £50p per copy
- Bankruptcy search fees with the Land Charge Department of £2 each. These are carried out on the Executors at the start of the matter and on beneficiaries on each distribution. Please note that a Bankruptcy search is only valid for one month from the date of search and so if there are multiple distributions, more than one search may be required.

The time required to obtain a Grant of Probate will largely be dependent on whether a return to HM Revenue and Customs is required, the full payment of Inheritance Tax due where applicable and the receipt of interim clearance from HMRC which will be required by the Probate Registry where IHT400 is submitted.

Where form IHT205 and, where applicable, IHT217 are prepared, then a Grant of Probate can be expected to be issued within the 7 to 10 working days of submission.

Where interim HMRC clearance is required under form IHT400, this can be expected within one to two months of submission to HM Revenue and Customs although we are dependent on HMRC's ability to process the forms in an efficient and timely manner. Once interim clearance has been received, the Grant of Probate will be issued within 7 to 10 working days of submission of the paperwork to the Probate Registry.

Please note that these timeframes are only guidelines as we are dependent on third parties to produce the necessary paperwork to progress your application.

Probate

Applying for the Grant, Collecting and Distributing the Assets of the Estate

Where we are retained to deal with the full administration of the estate as opposed to obtaining a Grant on a Fixed Fee basis. Longmores charge on an hourly basis. Our current rates are as follows: -

Fee Earner	Role	Hourly Rate
Richard Horwood	Solicitor and the Partner that heads the Private Client Department	£250 + VAT
Philip Harris	Solicitor and Consultant	£250 + VAT
Charles Fraser	Solicitor	£220 + VAT
Alastair Liddiard	Solicitor	£210 + VAT
Flora Gaughan	Legal Executive	£180 + VAT
Bernard Flanagan	Solicitor	£170 + VAT
Rosalyn Workman	Solicitor	£140 + VAT
Paulette Jones	Trust Administrator and a member of STEP (The Society of Trust and Estate Practitioners)	£120 + VAT
Tina Pizzey	Probate Administrator	£100 + VAT
Vicky Rossi	Paralegal	£100 + VAT
We may also have a trainee solicitor working in the team		£85 + VAT

We make no charge for general secretarial and reception duties, but there may be occasions when a member of support staff undertakes or assists in work which would in other circumstances be undertaken by a fee earner and charged at the applicable rate set out above. In general, such work would advance the matter towards its completion and would not include general secretarial duties such as arranging appointments, taking messages or typing. In such circumstances the work involved will be charged at the rate of £50 per hour.

We anticipate that applying for a Grant of Probate and winding up the estate will take between 20 and 40 hours work at our hourly rate. Total costs would be estimated at between £3,000 - £9,200 (plus VAT).

The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property and the fee earner retained to deal with the work is junior, the cost will be at the lower end of the range. If there are multiple beneficiaries, a property and multiple bank accounts, costs will be at the higher end.

We will handle the full process for you. This quote is for an estate where: -

- There is a valid Will
- There is no more than one property
- There are no more than five bank or building society accounts
- There are no other intangible assets
- There are between one and five beneficiaries
- There are no disputes between beneficiaries on the division of assets. If disputes arise this is likely to lead to an increase in cost
- There is no Inheritance Tax payable and the Executors do not need to submit a full account to HM Revenue and Customs
- There are no claims made against the estate

We will also charge for the following disbursements. Disbursements are costs related to your matter that are payable to third parties, such as Court Fees. We will handle the payment of disbursements on your behalf to ensure a smoother process.

- Probate application fee of £155
- Additional Office Copies of the Grant £50p per copy
- Each Executor's swearing fee of £5 plus £2 per exhibit. An Exhibit is each testamentary document such as a Will or Codicil. As an example, an Executor swearing an Oath together with a Will and Codicil as the two exhibits will pay a total swearing fee of £9 (£5 +£2 +£2)
- Bankruptcy search fees with the Land Charge Department of £2 each. These are carried out on the Executors at the start of the matter and on beneficiaries on each distribution. Please note that a Bankruptcy search is only valid for one month from the date of search and so if there are multiple distributions, more than one search may be required.
- £60 - £75 Statutory Notice in The London Gazette – this protects against unexpected claims from unknown creditors

- £60 - £75 per Statutory Advertisement in a local newspaper – this also helps to protect against unexpected claims

There can be potential additional costs when dealing with an estate and we give details of some of these below: -

- If there is no Will or if the estate consists of shareholdings (stocks, bonds etc.) there are likely to be additional costs that could range significantly depending on the estate and how it is to be dealt with. We can give you more accurate quote once we have more information from you.
- Dealing with the sale or transfer of any property in the estate is not included.
- Dealing with any Tax Returns required by the deceased is not included
- Advising on the variation of an estate and implementation of any trust created by the Will is not included.

How long will this take?

On average, estates that fall within this range are dealt with within 6 months – 2 years depending on the complexity and speed of response of third parties which includes both Executors and the beneficiaries. Typically, obtaining the Grant of Probate takes between 2 - 4 months depending on the speed of HMRC's response to the submission of paperwork and settling of any Inheritance tax due. Collecting assets then follows which can take between 2 -12 months. Once this has been done, we can distribute the assets which normally take between 1 – 6 months, depending on the type of assets. For example, the transfer of shares out of the name of the deceased into multiple beneficiary names will take considerably longer than simply encashing bank accounts and paying each beneficiary their relevant share.

If Inheritance Tax is payable, then matters may take longer if HMRC decide to investigate the values returned, and we will advise you on the time this may take if this does occur as we are dependent on the speed of their response. Whenever a return to HMRC for Inheritance Tax is made, we will seek to obtain confirmation that their file on the estate is closed and final clearance is issued at the earliest possible time, but again this will be dependent on their speed of response and the complexity of the assets in the estate, combined with the full settlement of Inheritance Tax payable (if any).

Employment Tribunals

Unfair or Wrongful Dismissal

Our average pricing for bringing and defending Tribunal claims for unfair or wrongful dismissal:

Simple case: £5,000-£8,000 (excluding VAT)

Medium complexity case: £8,000-£12,000 (excluding VAT)

High complexity case: £12,000-£15,000 (excluding VAT)

We have provided a range of costs as costs will vary depending upon the seniority of the personal dealing with your matter.

Factors that could make a case more complex:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- Defending claims that are brought by litigants in person
- Making or defending a costs application
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)
- Multiple preliminary hearings
- Making additional disclosure requests
- The number of witnesses and documents
- Allegations of discrimination which are linked to the dismissal
- Involvement of expert witnesses
- Multiple issues
- Multiple parties

There will be an additional charge for attending a Tribunal Hearing of £1,000- £2,500 per day (excluding VAT) depending upon the seniority of solicitor. Generally, we would allow 1-3 days depending on the complexity of your case.

Who will deal with your matter?

We have three members of the employment team who may work on your matter. Regardless of who works on your matter, they will be supervised by Richard Gvero, Joint Senior Partner and Head of Employment.

Richard Gvero

Richard is head of our team and has over 25 years' experience. Richard represents the firm's major clients in relation to all employment matters and employee competition disputes.

View Richard's profile at the People section of our website.

Richard's hourly rate is £290 plus VAT.

Jennifer Mansoor

Jennifer joined Longmores as an employment solicitor in July 2015, having previously qualified in 2011 and practised at firms in central London.

View Jennifer's profile at the People section of our website.

Jennifer's hourly rate is £200 plus VAT.

Miranda Mulligan

Miranda joined Longmores as a trainee solicitor and qualified in 2016.

View Miranda's profile at the People section of our website.

Miranda's hourly rate is £165 plus VAT.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as counsels fees and court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

In most cases, counsel's fees are estimated between £1,000 to £3,000 plus VAT per day (depending on seniority) for attending a Tribunal Hearing (including preparation).

Key stages

The fees set out above cover all the work in relation to the following key stages of a claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this will be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation to explore whether a settlement can be reached
- Preparing the claim or response
- Reviewing and advising on the claim or response from other party
- Exploring settlement and negotiating settlement throughout the process
- Preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing, including instructions to Counsel
- Discussions with Counsel regarding your claim or response, including meetings
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- Exchanging witness statements
- Preparing bundle of documents for hearing
- Reviewing and advising on the other party's witness statements
- Agreeing a list of issues, a chronology and/or cast list
- Preparation and attendance at Final Hearing, including instructions to Counsel

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during

pre-claim conciliation, your case is likely to take 4-12 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 16-52 weeks. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses and depending upon hearing date availability at the Tribunal.

Dispute Resolution

Debt recovery

Range of fixed fees for a business to business debt that is undisputed

We do not offer fixed fees for disputed debts, bankruptcy or insolvency matters including preparing, advising on or preparing statutory demands. Such matters are charged on a time spent basis at the hourly rate of the individual working on your matter and an estimate of cost will be provided that is specific to the costs of your matter.

These costs apply where your claim is in relation to an unpaid invoice which is not disputed and enforcement action is not needed. If the other party disputes your claim at any point, whether in correspondence with us, telephone communication or in court papers (other than a simple Acknowledgment of Service indicating only an intention to defend the claim) or seeks enter in to negotiations to reduce the sum to be paid or to pay it on terms, we will discuss any further work required and provide you with revised advice about costs if necessary, which could be on a fixed fee (e.g. if a one-off letter is required), or an hourly rate if more extensive work is needed.

Our fee structure is based on each instruction that we receive. If we receive 3 separate instructions from you, we will write 3 letters and may issue 3 claims. If those 3 instructions were each for an invoice of £100, our fee would be 3 x £100 = £300.

Debt value	Court fee	Our fee (incl. VAT)	Total
Up to £300	£35	£100	£135
Greater than £300 but no more than £500	£50		£150

Greater than £500 but no more than £1,000	£70	£130	£200
Greater than £1,000 but no more than £1,500	£80	£150	£230
Greater than £1,500 but no more than £3,000	£115		£265
Greater than £3,000 but no more than £5,000	£205	£180	£355
Greater than £5,000 but no more than £10,000	£455		£635
Greater than £10,000 but no more than £15,000	5% of the value of the claim		£950.05
Greater than £15,000 but no more than £50,000		£200	to £10,500

Greater than £50,000 but no more than £100,000		£250	
Greater than £100,000 but no more than £150,000		£400	
Greater than £150,000 but no more than £200,000		£500	
Greater than £200,000	£10,000	£750	£10,750

Anyone wishing to proceed with a claim should note that

a. The VAT element of our fee cannot be reclaimed from your debtor.

- Interest and compensation may take the debt into a higher banding, with a higher cost.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.
- You will only be charged a court fee if one is incurred and we may ask you to put us in funds of the amount of the court fee before we pay it or invoice you for it.
- Court fees are revised by the court from time to time and are beyond our control. The court fees above are those that were applicable when this web page was last revised. The court fee you will pay will be those prevailing at the time your claim is issued.

Our fixed fee includes:

- Taking your instructions on our standard template form and reviewing only the specific documentation requested therein
- Sending a letter before action

- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgement in default
- When Judgement in default is received, write to the other side to request payment
- If payment is not received within 14 days of judgement, providing you with brief advice on next steps and likely costs

Our fixed fee does not include our:

- advising you on or making an assessment of the merits of your claim
- advising you on or making an assessment of the debtor's means to pay
- independently investigating or verifying the information you give to us such as the full name and current address of the debtor.

Matters usually take 3-12 weeks from receipt of instructions from you to receipt of payment from the other side, depending on if it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgement in default. If enforcement action is needed, the matter will take longer to resolve.

Who will do your work?

We have three team members who may work on your matter. From time- to-time we may also have a trainee solicitor or paralegal in the team. Regardless of who works on your matter they will be supervised by John Wiblin, Partners and Head of Dispute Resolution. Other team members are currently Lauren Mackenzie, Isabel Williams and Karen Airlie. View our employee's profiles at the People section of our website.