

**Example 1** – An example of conveyancing costs and disbursements of a sale of registered freehold or long leasehold (e.g. 999 years) residential property value up to £250,000 (but not a shared equity property or flat).

Costs of Sale Estimated:	£500.00	
VAT on Sale Costs:	<u>£100.00</u>	£600.00
<u>Disbursements and Expenses</u>		
Land Registry entries	£6.00	
Bank transfer fee (if redeeming mortgage)	<u>£15.00</u>	<u>£21.00</u>
TOTAL		£561.00

The precise stages of a sale process can vary in each case but key stages will include:-

- taking your instructions and advising you initially
- consideration of title documents and pre-contract documents from you
- drafting the Contract on sale,
- dealing with Replies to Enquiries before contract and any further questions raised by the Buyer's Solicitors/ Conveyancers, and advising you on any matters arising,
- obtaining further documents as necessary.
- checking and approving the Transfer Deed,
- arranging for documentation to be signed,
- obtaining mortgage redemption figure (if there is a mortgage),
- drafting the Completion Statement,
- exchanging contracts and completing the sale,
- discharging your mortgage,
- payment of fees,
- accounting to you.