

## Candidate

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**From:** Secretary  
**Sent:** Today's date  
**To:** Candidate  
**Subject:** Jason Miller

I have arranged an appointment for you to meet Mr Miller, who is a new client. Mr Miller telephoned late yesterday evening wishing to instruct the firm to undertake the legal work for the sale of the residential property he owns with his sister.

You will need to run through our firm's charges and disbursements with the client. Please be sure to make a note of what you have told him in this regard. I attach a list of our standard fees and common disbursements so you can work out what would apply in this case when you have spoken to him.

I may have to take the file over at a later date, so please be sure to write a full attendance note/case analysis. Your attendance note/case analysis should cover all the usual matters: the facts, initial legal analysis, advice to the client, action plan and of course any professional conduct issues that arise. And obviously if he raises any particular issues with you make sure the attendance note covers them.

Thanks.

*Attachment: Standard costs for residential conveyancing*

### **Note to candidates:**

**You should be prepared to provide your client with details of your firms' charges and the cost of common disbursements but you will not be asked about and do not need to give any information about other client care or money laundering requirements.**

**Your firm is NOT a member of the Law Society Conveyancing Quality Scheme and does NOT adopt the Law Society's Conveyancing Protocol.**

## STANDARD COSTS FOR RESIDENTIAL CONVEYANCING

Our professional fees:

<b>Sale:</b>		<b>Purchase:</b>	
£ up to £299,999	£700.00	£ up to £299,999	£850.00
£300,000 – 399,999	£750.00	£300,000 – 399,999	£900.00
£400,000 – 499,999	£800.00	£400,000 – 499,999	£950.00
£500,000+	£1,000.00	£500,000+	£1,150.00

### **Acting for Mortgage Lender:**

<b>Sale:</b>	<b>Purchase:</b>
£100.00	£150.00

The above fees do not include VAT. An additional £150 is charged if the transaction relates to leasehold property.

### **Disbursements (select for a sale or purchase transaction as applicable)**

Official Copies of the Register + Title Plan	£6.00
Index map search	£4.00
Environmental Search	£49.00
Land Registry Official Search Fee (with priority period)	£3.00
Drainage Search	£52.87
Local Search	£110.00
Land Charges Department Search	£2.00 per name searched
Coal Mining Search	£43.00
Flood Report	£29.00
Other searches	Variable depending on the location of the property
Bank Charges for direct transfer of funds	£30.00

Land Registration Fee	Variable depending on amount of purchase price
Stamp Duty Land Tax	Variable depending on amount of purchase price