

Residential Conveyancing – Legal Fees & Disbursements

OCZO LLP is committed to delivering a professional, efficient, and personalised legal service to all clients instructing us on residential property transactions, including sales, purchases, and related sale and purchase matters.

We believe in maintaining a single, consistently high standard of service for every client. We do not operate tiered service levels, online-only options, or packages with limited telephone consultations. The fees set out below reflect the bespoke and tailored approach we bring to every transaction.

We are proud to act for many clients on a repeat and referral basis. We are an independent law firm and do not pay or accept referral fees.

LEGAL FEES AND DISBURSEMENTS: SALE AND PURCHASE TRANSACTIONS

FREEHOLD SALE				
	Up to £500,000	£500,001 to £750,000	£750,001 to £1,000,000	£1,000,001 and above
Legal Fees plus VAT				
Initial Legal Fee *	£1,750.00	£2,000.00	£2,300.00	TBC
Plus VAT	£350.00	£400.00	£460.00	TBC
Total	£2,100.00	£2,400.00	£2,760.00	TBC
Additional fees if applicable				
Mortgage redemption and discharge (if applicable)	£200.00	£200.00	£200.00	TBC
Plus VAT	£40.00	£40.00	£40.00	TBC
Total	£240.00	£240.00	£240.00	TBC
Bank Transfer Fee	£35.00	£35.00	£35.00	£35.00
Plus VAT	£7.00	£7.00	£7.00	£7.00
Total	£42.00	£42.00	£42.00	£42.00
Hub Administration Fee (approx.)	£50.00	£50.00	£50.00	£50.00
Disbursements plus VAT				

Land Registry copy title documents (estimate)	£6.00	£6.00	£6.00	£6.00
VAT	£0.00	£0.00	£0.00	£0.00
Postage, Packaging and Stamps	£60.00	£60.00	£60.00	£60.00
Plus VAT	£12.00	£12.00	£12.00	£12.00
Total Disbursements plus VAT	£78.00	£78.00	£78.00	£78.00

LEASEHOLD SALE				
	Up to £500,000.00	£500,001.00 to £750,000.00	£750,001.00 to £1,000,000.00	£1,000,001.00 and above
Fees plus VAT				
Initial Fee *	£1,850.00	£2,250.00	£2,550.00	TBC
Plus VAT	£370.00	£450.00	£510.00	TBC
Total	£2,220.00	£2,700.00	£3,060.00	TBC
Additional fees if applicable				
If this includes a share of freehold	£300.00	£300.00	£300.00	TBC
Plus VAT	£60.00	£60.00	£60.00	TBC
Total	£360.00	£360.00	£360.00	TBC
Mortgage redemption and discharge (if applicable)	£185.00	£185.00	£185.00	TBC
Plus VAT	£37.00	£37.00	£37.00	TBC
Total	£222.00	£222.00	£222.00	TBC
Bank Transfer Fee	£35.00	£35.00	£35.00	£35.00
Plus VAT	£7.00	£7.00	£7.00	£7.00

Total	£42.00	£42.00	£42.00	£42.00
Service of Leaseholder Certificate (if applicable)	£450.00	£450.00	£450.00	£450.00
Plus VAT	£90.00	£90.00	£90.00	£90.00
Total	£540.00	£540.00	£540.00	£540.00
Hub Administration Fee (approx.) plus VAT	£50.00	£50.00	£50.00	£50.00
Disbursements plus VAT				
Land Registry copy title documents (estimate)	£28.00	£28.00	£28.00	£28.00
Freeholder/Leaseholder Information Pack (estimate)	£450.00	£450.00	£450.00	£450.00
Plus VAT on Freeholder/Leaseholder Information Pack	£90.00	£90.00	£90.00	£90.00
Postage, Packaging and Stamps	£60.00	£60.00	£60.00	£60.00
Plus VAT	£12.00	£12.00	£12.00	£12.00
Total Disbursements plus VAT	£640.00	£640.00	£640.00	£640.00

FREEHOLD PROPERTY PURCHASE					
	Up to £500,000.00	£500,001 to £750,000.00	£750,001.00 to £1,000,000.00	£1,000,001.00 to £1,250,000.00	£1,250,001.00 and above
Legal Fees plus VAT					
Initial Legal Fee *	£1,850.00	£2,250.00	£2,500.00	£2,900.00	TBC
Plus VAT on Initial Fee	£370.00	£450.00	£500.00	£580.00	TBC
Total	£2,220.00	£2,700.00	£3,000.00	£3,480.00	TBC
Additional fees if applicable					

Mortgage work (if applicable)	£400.00 – £800.00	£400.00 – £800.00	£400.00 – £800.00	£400.00 – £800.00	TBC
Plus VAT	£80.00 – £160.00	£80.00 – £160.00	£80.00 – £160.00	£80.00 – £160.00	TBC
Total	£480.00 – £960.00	£480.00 – £960.00	£480.00 – £960.00	£480.00 – £960.00	TBC
Bank Transfer Fee	£35.00	£35.00	£35.00	£35.00	£35.00
Plus VAT	£7.00	£7.00	£7.00	£7.00	£7.00
Total	£42.00	£42.00	£42.00	£42.00	£42.00
Obtaining, reviewing and reporting a search pack (estimated)	£600.00	£600.00	£600.00	£600.00	£600.00
Hub Administration Fee	£50.00	£50.00	£50.00	£50.00	£50.00
Plus VAT	£10.00	£10.00	£10.00	£10.00	£10.00
Total	£60.00	£60.00	£60.00	£60.00	£60.00
Disbursements plus VAT					
Priority Search OS1/OS2	£8.80	£8.80	£8.80	£8.80	£8.80
Bankruptcy Search (if mortgage) £2 per name and gifting donor (if applicable)	£7.80	£7.80	£7.80	£7.80	£7.80
Postage, Packaging and Stamps	£60.00	£60.00	£60.00	£60.00	£60.00
Plus VAT	£12.00	£12.00	£12.00	£12.00	£12.00
Stamp Duty Land Tax (SDLT) – calculate at <i>gov.uk</i>					
Land Registry registration fee – See Land Registry Fee Scale					
Total Disbursements (excl. SDLT and Land Registry fee) plus VAT	£88.60	£88.60	£88.60	£88.60	£88.60

LEASEHOLD PROPERTY PURCHASE					
	Up to £500,000.00	£500,001.00 to £750,000.00	£750,001.00 to £1,000,000.00	£1,000,001.00 to £1,250,000.00	£1,250,001.00 and above
Legal Fees plus VAT					
Initial Legal Fee *	£1,900.00	£2,100.00	£2,350.00	£2,750.00	TBC
Plus VAT	£380.00	£420.00	£470.00	£550.00	TBC
Total	£2,280.00	£2,520.00	£2,820.00	£3,300.00	TBC
Additional fees if applicable					
Mortgage work (if applicable)	£400.00 – £800.00	£400.00 – £800.00	£400.00 – £800.00	£400.00 – £800.00	TBC
Plus VAT	£80.00 – £160.00	£80.00 – £160.00	£80.00 – £160.00	£80.00 – £160.00	TBC
Total	£480.00 – £960.00	£480.00 – £960.00	£480.00 – £960.00	£480.00 – £960.00	TBC
Bank Transfer Fee	£35.00	£35.00	£35.00	£35.00	£35.00
Plus VAT	£7.00	£7.00	£7.00	£7.00	£7.00
Total	£42.00	£42.00	£42.00	£42.00	£42.00
Obtaining, reviewing and reporting a Property Search Pack plus VAT (average cost)	£600.00	£600.00	£600.00	£600.00	£600.00
Drafting gift letter/Deed of gift	£250.00	£250.00	£250.00	£250.00	£250.00
Plus VAT	£50.00	£50.00	£50.00	£50.00	£50.00
Total	£300.00	£300.00	£300.00	£300.00	£300.00
Hub Administration Fee (approx.) plus VAT	£50.00	£50.00	£50.00	£50.00	£50.00

If the buyer/seller is a company	£400.00	£400.00	£400.00	£400.00	£400.00
Plus VAT	£80.00	£80.00	£80.00	£80.00	£80.00
Total	£480.00	£480.00	£480.00	£480.00	£480.00
Companies House registration fee	£15.00	£15.00	£15.00	£15.00	£15.00
Disbursements plus VAT					
Priority Search OS1/OS2	£8.80	£8.80	£8.80	£8.80	£8.80
Bankruptcy Search (if mortgage) £2 per named person and gifting donor	£7.80	£7.80	£7.80	£7.80	£7.80
Landlord/Freeholder Notice of Assignment and Charge Fee (estimate)	£250.00	£250.00	£250.00	£250.00	£250.00
Postage, Packaging and Stamps	£60.00	£60.00	£60.00	£60.00	£60.00
Plus VAT	£12.00	£12.00	£12.00	£12.00	£12.00
Stamp Duty Land Tax (SDLT) – calculate at gov.uk					
Land Registry registration fee – See Land Registry Fee Scale					
Total Disbursements plus VAT	£338.60	£338.60	£338.60	£338.60	£338.60

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

ASSUMPTIONS

When calculating our legal fee, it is assumed that:

- The transaction is concluded in a timely manner and no unforeseen complications arise, such as (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.
- Where you are buying or selling a leasehold property, the matter involves the assignment of an existing lease and not the grant of a new lease.
- 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.

TIMING

The timing of your transaction will depend on a number of factors, including whether mortgage finance is required, the existence and length of any chain, and where the property is leasehold, whether a landlord's licence to assign is required and how promptly managing agents provide management information.

The average sale or purchase transaction takes between 6 and 12 weeks, though this may be shorter or longer depending on the factors mentioned above. If you are purchasing a leasehold property that requires a lease extension, this can take considerably longer, typically 3 to 4 months. The average refinance transaction takes approximately 3 to 6 weeks, depending on complexity.

STAGES OF THE TRANSACTION

Set out below are the key stages involved in different types of transaction. These will vary depending on the matter and are provided as a guide only.

A. Purchase

1. Obtaining your instructions and ID documents.
2. Checking that your financial arrangements are in hand and obtaining source of funds.
3. Receiving the contract pack from the seller's solicitor.
4. Undertaking investigation of title, including obtaining property searches and reviewing the seller's solicitor's contract pack (and reviewing the lease for a leasehold transaction).
5. Reviewing the Management Pack (leasehold transactions only).
6. Raising pre-contract enquiries.
7. Negotiating and finalising the wording of the Contract.
8. Reporting to you.
9. Receiving your lender's instructions and mortgage offer and reviewing the same (if applicable).
10. Dealing with your lender's requirements (if applicable).
11. Reporting to you on the terms of the mortgage documents (if applicable).
12. Reporting to your lender and requesting funds (if applicable).
13. Carrying out priority and bankruptcy searches (if applicable).
14. Drafting, negotiating and finalising the Transfer Deed.
15. Completing the purchase.
16. Completing your Stamp Duty Land Tax Return, submitting it to HMRC, and paying the tax due.
17. Completing the Notice of Transfer and Charge (leasehold transactions only, if applicable).

18. Registering the Transfer Deed and mortgage (if applicable) at the Land Registry.

B. Sale

19. Obtaining your instructions, ID documents, and completed property information forms.
20. Obtaining title documents from the Land Registry.
21. Drafting the Contract for sale.
22. Obtaining a Management Pack (leasehold sales only).
23. Compiling and sending a contract pack to the buyer's solicitor, including title documents, protocol forms, and any other relevant documentation.
24. Receiving and dealing with pre-contract enquiries.
25. Negotiating and finalising the wording of the Contract.
26. Exchange of Contracts.
27. Negotiating and finalising the wording of the Transfer Deed.
28. Dealing with requisitions on title.
29. Applying for a redemption statement (if applicable).
30. Completing the sale.
31. Dealing with redemption and discharge of any existing charges at the Land Registry (if applicable).
32. Paying the estate agent (unless it is a private sale).

C. Refinance

33. Obtaining your instructions and ID documents.
34. Undertaking investigation of title, including obtaining property searches.
35. Obtaining information in relation to the property from you.
36. Obtaining management information in relation to the property.
37. Receiving your lender's instructions and mortgage offer and reviewing the same.
38. Dealing with your lender's requirements.
39. Reporting to you on the terms of the mortgage documents.
40. Reporting to your lender and requesting the mortgage advance.
41. Carrying out pre-completion searches.
42. Registering the bank's mortgage at the Land Registry.
43. Redeeming and discharging any existing mortgages registered against the property.

CONTACT

For a fixed-fee quote for our legal services, or if you have any questions regarding our services, please contact us at: info@oczollp.com.