

Shentons

Solicitors

Guidance on Price and Service

We will be pleased to provide you with a tailored estimate of costs for a transaction of interest to you. The following pages give some examples of costs for services you may need, which we hope you will find helpful. Please ring us if you would like more information on 01962 844544 or email us on main@shentons.co.uk.

The prices on this website are indications only. When you ask us to help you we will send you a formal letter containing an estimate of the costs involved. The costs detailed in that letter take precedence: the price in the letter is the price that you will be required to pay.

VAT is calculated at the current rate of 20% and a discount of 15% is offered to certain members and contacts of the Armed Forces (excluding legal aid funded cases). Please mention this when you contact us for further details

Our costs guidance covers the following areas of work

Please click below for the area of law you are interested in

Road Traffic Offences

- [Full guide](#)
 - [Your first hearing](#)
-

Civil Litigation

- [Employment Tribunal for an Individual](#)
 - [Employment Tribunal for a Business](#)
 - [Debt Recovery for a Business \(up to £100,000\)](#)
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Wills and Probate

- [Probate / Estate Administration](#)
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Road Traffic Offences

Motoring offences means summary only offences under Part I of the Road Traffic Act 1988 and/or s89 of the Road Traffic Regulation Act 1984. Broadly, this means offences such as speeding or drink driving which are dealt with solely in the magistrate's court. These offences result in mandatory sentences (such as disqualification). If you are pleading guilty; the matter is dealt with at the first court appearance.

Example Cases

Example of a simple hearing

Bobbi was charged with drink driving. She had no previous convictions and pleaded guilty. We looked after her before her hearing by frequent email and telephone calls and to obtain as lenient a sentence as possible, we obtained full references as to her previously good character. She was disqualified from driving for two years, ordered to pay £85.00 towards the prosecution costs and was given a 12-month community order requiring her to do 100 hours of unpaid work. She also must attend a drink impaired driver's course. Her case lasted three months. Our costs with were £943.00 + VAT of £188.60, making a total of £1131.60 (This is based on 3.5 hours spent on the matter.)

Example of a more complex hearing

Derek was charged with driving without due care and attention. He had driven across lanes on the motorway and collided with a motor cyclist causing him life changing injury.

Guide

Driving without due care and attention is a relatively straightforward charge and does not carry a prison sentence but the issue was whether the case would go to a trial or not. Derek had not looked and therefore did not see the biker when changing lanes. He was advised that the court was likely to convict him of driving without due care and attention.

Our solicitor met twice with Derek and gave thorough advice on his options. He required a lot of support from us during the court process. He decided to plead guilty. In advising the court as to his sentence, we argued at length that Derek's mental health had deteriorated since the accident and he was at risk of losing his job. He already had points on his driving licence. The court disqualified him from driving for a year and ordered Derek to re-take his driving test. He was also fined and ordered to pay contributions towards the prosecution costs and a sum towards compensation for the victim. The case lasted four months. Our fees for the whole case were £2786.00 + VAT of £557.20, totalling £3343.20 (This is based on 10.5 hours spent on the matter.)

Steps in the case

Your case is likely to follow similar steps to this:

- You are arrested and taken to the police station
- You ask for your solicitor and the police will ring us
- If you have no solicitor, the police will ring the duty solicitor and we are on the duty rota
- We will attend the police station and advise you (this is covered by the legal aid scheme so you will not have to pay for this)
- If you admit the offence, you will be charged and usually released
- You will be notified of the date of the court hearing
- We may need to take further instructions from you
- We attend the court hearing with you and speak on your behalf. If you are pleading guilty, we will be making representations as to the sentencing options
- The court will make a sentencing decision
- We will write to you to confirm the sentence and what you have to do

Additional Payments / Costs

We may need to involve an expert to provide an opinion on the merits of your case or a technical aspect. Typical fees are set out below:

	Cost	VAT	Total
Asking a barrister (counsel) for an opinion	£500-£1500	£100-£300	£600-£1800
Medical opinion (such as on an alcohol reading)	£200-1000	£40-200	£240-£1200
Forensic analysis	£1000-3000	£200-£600	£1200-£3600
Contribution towards prosecution costs for a guilty plea	£85	No VAT	£85
Contribution towards prosecution costs after trial	£685	No VAT	£685
Victim compensation contribution	£85	No VAT	£85

VAT: please note that all the above will be charged to you with the addition of VAT at the current rate (to meet HMRC re-charge requirements)

Timescales

Usually, your case is expected to conclude within three months if you plead not guilty. However, in our experience, it can take as long as 8 months. If you enter a guilty plea, it is likely to conclude at the first hearing. We cannot guarantee these time scales as there are many factors which can affect the way the case progresses but these are an estimate to help you plan at least at this stage.

Factors that can Increase your Costs

As our charges are based on the time spent on your case, the more time we spend on the telephone to you or someone ringing on your behalf, the more it will cost. It is therefore a good idea to save up your queries for one call or one email.

If you do not provide information when we request it then it is likely to increase the overall costs of the matter.

Hourly rates for our team

The firm's charges are calculated mainly by reference to the amount of time that is spent on a matter. The firm's rates are reviewed annually and we would inform our clients promptly of any change. Ordinary letters out and telephone calls are charged at six minute units where the time spent does not exceed this.

The hourly rates and unit charges for members of the Criminal Department are:

Chloe Jay Partner, Department Supervisor	£310 per hour + VAT / £31.00 per unit
Harriet Parker Partner, Head of Department	£280 per hour + VAT / £28.00 per unit
Alex Cheshum Solicitor Advocate	£275 per hour + VAT / £27.50 per unit
Felicity Joslin Solicitor	£210 per hour + VAT / £21.00 per unit
Rachel Coombes Solicitor	£170 per hour + VAT / £17.00 per unit
Rowanne Gillespie Police Station Representative	£140 per hour + VAT / £14.00 per unit
Lucy Blue Police Station Representative	£110 per hour + VAT / £11.00 per unit

Shae Brown

Road Traffic Secretary

£75 per hour + VAT / £7.50 per unit

Where a matter is dealt with by a legal secretary or non-fee earner to progress it a charge of £75 per hour will be made. We will add VAT at the current rate to the above figures.

These rates reflect the many overheads which, of necessity, a firm of solicitors must incur to run its business.

Making the law work for you

Civil Litigation

Civil litigation can involve a huge variety of claims, below we have set out price guidance for common areas.

Debt recovery is the process of recovering money or property from a debtor when they have failed to pay back the debt within a time that was previously arranged.

Employment Tribunal work for an **individual** involves advice and representation to employees in relation to their bringing of a claim against their employer for claims such as; unfair dismissal, discrimination, etc.

Employment Tribunal work for a **business** involves advice and representation in defending such claims at a Tribunal.

Example cases

A simple case

The employer dismissed our client, a long standing employee, without notice and without foundation. The employer refused to engage with the grievance or appeals process and ACAS. We issued proceedings. The case was dealt with by the Employment Tribunal at a preliminary hearing and disposed of in our client's favour, with her being awarded appropriate compensation.

Our fee was £3250.00 + VAT for a total of 10 hours work, including initial advice, drafting the claim form, responding to the "defence", attending a preliminary hearing, and negotiating compensation. Our costs including VAT totalled £3900.00.

Employment Tribunal for an individual

A more complex case

Our client complained that she had been dismissed for gross misconduct, which she emphatically denied. Despite going through the grievance procedure and appeal process and conciliation via ACAS, the case proceeded to a final hearing where, following all the advice and legal argument, she was found to have been unfairly dismissed and appropriate compensation was thereafter awarded.

The case required the consideration of voluminous paperwork, written evidence from all parties, preparation for preliminary and final hearing and briefing of counsel. Our fees were £20,000+ VAT, counsel's fees were £3,000+ VAT. Including VAT the fees totalled £27,600.

Timescales

The timescale will often depend on how busy the Employment Tribunals are, the length of the final hearing, but typically a one day case will take about six months to reach trial.

Additional Payments / Costs

	Cost	VAT	Total
Counsel's fee (per day)	£2500-3500	£500 - 700	£3000 – 4200
Accountants/ other experts (per expert)	£2500-3500	£500 - 700	£3000 – 4200

The total cost of a typical case, including 'additional payments' listed above and VAT, is in the range of £12,180 - £32,400.

Example cases

Example of a simple tribunal hearing

In this case, an employee, Martin, was seeking compensation for unfair dismissal. Martin failed to acknowledge or to respond to any correspondence about the Tribunal hearing. The Employment Tribunal set the date for an interim hearing called a case management discussion, but Martin failed to attend. Because of his lack of engagement, the case was struck out. However, Martin appealed against this decision and was successful and the case then proceeded to a full hearing. In a case like this we would charge for the time spent in writing to Martin, preparing the case for hearing by the Tribunal and for attending the interim Tribunal hearing. Our costs were in the region of £15,000 + VAT for attending the various hearings and ultimately defending the claim.

**Employment
Tribunal for a
business**

Example of a negotiated outcome to a tribunal hearing

Our client faced a claim for unfair dismissal and disability discrimination from a disgruntled ex-employee. The case was pursued vigorously by both our client and the claimant. Prior to trial we negotiated a settlement with the employee that was acceptable and awarded the costs, delay and business disruption to our client of otherwise having to attend the trial (3 days) and have little prospect of any costs recovery at Tribunal. Our costs were in the region of £25,000 + VAT to reach an agreed settlement. They could have been about £50,000 + VAT if we had gone to final hearing, plus counsel's fees of about £15,000 + VAT.

Timescales

A simple one day Tribunal claim will, subject to Tribunal availability, take about six months. Larger trials can take over one year to be dealt with.

Additional Payments / Costs

	Cost	VAT	Total
Counsel's fee (per day)	£2500-3500	£500 - 700	£3000 - 4200
Accountants/ other experts (per expert)	£2500-3500	£500 - 700	£3000 - 4200

The total cost of a typical case, including 'additional payments' listed above and VAT, is in the range of £15,000 and for a disputed hearing it can range from £38,000 to £78,000.

Example case

A simple case

Tara runs a dance business and gives classes at several large companies for their staff. One such company failed to pay her and the outstanding sum is now £5050- she is not registered for VAT. Despite a warning letter from Shentons requesting the payment, the sum has not been paid. There was no response. If we had pursued the company for Tara, she would have had to pay our fees. Instead, as the claim was under £10,000, we directed her to the small claims procedure which she can do herself by following an online or paper based procedure. We would have charged at least £325 per hour for our involvement and it would have taken at least 5 hours of work. Instead all she had to pay for was our time in opening her file, taking her instructions and writing the warning letter- a cost of £325 + VAT. Tara still has to pay the court fees but she avoids any other legal costs.

Debt recovery for a business (up to £100,000)

A complex case

We were asked to recover the sum of £25,000.00 due to a company for a kitchen installation which the homeowner refused to pay. We wrote a letter asking for the outstanding money to be paid. The homeowner did not respond so we issued a court summons for the sum due. The case was defended by the home owner claiming poor workmanship. On the day of the hearing, the homeowner did appear and denied that the kitchen had been completed. He claimed he had to engage another company to finish off the work which was going to cost him at least £25,000.00 as he also alleged that he hadn't ordered the kitchen – it was his ex-wife- and that the cabinets and workmanship from our client company was sub-standard. We were able to prove that the work had been ordered by him and that it had been installed

correctly and that the homeowner's story was a total fabrication. Our client won his case and the homeowner was ordered to pay the £25,000.00 plus our legal costs. He didn't pay. We then had to go back to court for an order to enforce the judgment against him. This involved the bailiff turning up at his house for the money and at this point, the homeowner arranged payment of all the fees (now escalated because of the enforcement action and bailiff fees).

Our fees amounted to £12,000 plus VAT and the court fee of £1,250 to issue the proceedings and £545 for the hearing fee.

Steps in the case

- Taking your initial instructions
- Drafting the claim form
- Replying to any defence
- Preparing written statements
- Preparing documents
- Preparing for court and attending the hearing

We do not advise on

- The tax implications of your case

Additional Payments / Costs

	Cost	VAT	Total
Fast Track Hearing Fee	£545	No VAT	£545
Multi Track Hearing Fee	£1175	No VAT	£1175
Court Fee for Money Claims up to £300	£35	No VAT	£35
Court Fee for Money Claims £301-£500	£50	No VAT	£50
Court Fee for Money Claims £501-£1000	£70	No VAT	£70
Court Fee for Money Claims £1001-£1500	£80	No VAT	£80
Court Fee for Money Claims £1501-£3000	£115	No VAT	£115
Court Fee for Money Claims £3001-£5000	£205	No VAT	£205
Court Fee for Money Claims £5001-£10,000	£455	No VAT	£455
Court Fee for Money Claims £10,001-£200,000	5% of the claim value	No VAT	5% of the claim value

	Expert advice and instruction	£1000	£200	£1,200
	Process Server	£50 - £250	£10 - £50	£60 - £300

If your case requires court enforcement, the fee will vary depending on the value of your claim and which court the matter involves.

The total cost of a simple case, including 'additional payments' listed above and VAT, is in the range of £2,500 - £5,000. The cost for a more complex case is in the region of £25,000 - £30,000 inclusive of the above additional costs and VAT.

Factors that Increase your costs

The attitude of the other party will have a significant impact on the fees payable as it can cause delay, likewise if either side fail to negotiate. If instructions or paperwork are requested and not given promptly then this will increase the fees for the case.

Hourly rates for our team

The firm's charges are calculated mainly by reference to the amount of time that is spent on a matter. The Firm's rates are reviewed annually and we shall inform you promptly of any change. Ordinary letters out and telephone calls are charged at six minute units where the time spent does not exceed this.

The hourly rates and unit charges for members of the Civil Litigation Department are:

Shaun Underhill Partner, Head of Contentious	£325 per hour + VAT / £32.50 per unit
Veronika Kiss Paralegal	£140 per hour + VAT / £14.00 per unit
Jenni Radford Civil Secretary	£75 per hour + VAT / £7.50 per unit

Where a matter is dealt with by a legal secretary or non-fee earner to progress it a charge of £75 per hour will be made. We will add VAT at the current rate to the above figures.

These rates reflect the many overheads which, of necessity, a firm of solicitors must incur to run its business.

Making the law work for you

Wills and Probate

Probate / Estate Administration means the collection and distribution of money, property and other assets belonging to a person following their death, including:

- applying for a grant of probate or letters of administration
- paying debts
- paying any Inheritance Tax liability
- funeral expenses
- distributing what remains to their beneficiaries in accordance with a Will or where there is no Will, distributing in accordance with the Intestacy Rules. This price guide does not apply if the Will is contested.

A Will is a legal document setting out a person's wishes in the event of their death. This can be about the management and distribution of their property and where relevant, the care of any minor children.

A Lasting Power of Attorney is a document which allows a person to appoint one or more people giving them legal authority to help them make decisions, or to make decisions on their behalf.

Example cases

A simple estate

An example of a simple, straightforward estate would be where a person died leaving no house and no stocks and shares and with perhaps only two or three bank or building society accounts. If the value of the estate is less than £10,000 you might be able to release it without going through a formal process for a document of authority called a Grant of Probate. Otherwise, Probate will be required but the amount of work involved should be relatively limited. It is likely in a straightforward estate that there would be no Inheritance Tax payable.

Probate and Estate Administration

As a guide, the administration and winding up of a straightforward estate usually involves between 5 and 10 hours' work.

Our total costs for a typical case of this type carried out by a Senior Legal Executive is between £1650 and £3300 including VAT.

A standard estate

A standard estate would include an estate which would not be liable to Inheritance Tax but for which Probate is required, or an estate for which Inheritance Tax is payable but for which the calculations are relatively straightforward. It would include perhaps half a dozen bank and building

society accounts, some National Savings investments and maybe a small portfolio of stocks and shares. It would also include a house.

We would deal with obtaining valuations of all the assets to enable us to draft the Probate papers. We would then take the Executors through the Probate papers in order that they fully understand them before they sign them. We have arranged to settle the Inheritance Tax from the Deceased's funds. Once Probate has been granted, we will send it to all the asset holders and collect in the assets. We will assist with the sale of the house (for which a separate charge for conveyancing fees is payable). We would finalise the Deceased's Income Tax affairs up to date of death and deal with the Income Tax and Capital Gains Tax positions of the estate during the administration period in liaison with the Deceased Accountant.

As a guide, the administration and winding up of a standard estate usually involves between 10 and 30 hours' work.

Our total costs for a typical case of this type carried out by a Senior Legal Executive is between £3300 and £9900 including VAT. There may be other costs accrued in the course of your matter, these are set out below in our Additional Payments table.

A complicated estate

An example of a complex estate would be an estate where there is a large portfolio of stocks and shares. If there is one valuable property or a number of properties, Inheritance Tax is payable. Perhaps the Deceased's affairs are not in good order and we have to spend time going through paperwork in order to establish the assets. Perhaps there is a dispute within the family and we have to liaise more often than would be expected between beneficiaries and mediate disputes. Perhaps there are a large number of beneficiaries.

As a guide, the administration and winding up of a complex estate usually involves between 30 and 60 hours' work. Our charges will be settled from estate funds.

Our total costs for a typical case of this type carried out by a Senior Legal Executive is between £9900 and £19,800 including VAT. There may be other costs accrued in the course of your matter, these are set out below in our Additional Payments table.

Steps in the case

- You ask us to help you distribute the deceased's property
- We retrieve the Will from our store or from whoever is holding it
- We make enquiries to ensure we have the latest Will

- If there is no Will, a Grant of Letters of Administration would be applied for instead and we would distribute the assets in the order set out by the law.
- We contact other Executors (if there is a Will) and beneficiaries
- We arrange the funeral if there are no relatives
- We make an inventory of all the deceased's assets (such as a house, shares, personal effects, furniture) and obtain valuations
- We may need to place a notice in newspapers about the death
- We apply for the Grant of Probate or Letters of Administration
- Any money due to HMRC is calculated
- Once we have the Grant of Probate or Letter of Administration we arrange the sale of the assets
- Once this is completed we can pay any tax due and distribute the money to the beneficiaries. Interim payments are sometimes possible.

Timescales

Administering a standard estate takes, on average, 12 months from the time you ask us to act for you. It can take longer for example, if there are a large number of assets to be valued and disposed of, we need to trace beneficiaries, or there are taxation queries.

We do not advise on

- Complex SDLT calculations / liability

Additional Payments / Costs

There may be payments which we make to others as follows:

	Cost	VAT	Total
Probate Registry Grant Fee	£273	No VAT	£273
Official copy of the Grant of Probate (per copy)	£1.50	£0.30	£1.80
Bankruptcy Searches (per copy)	£2	No VAT	£2
Land Registry Searches	£6	£1.20	£7.20
Assets Search	£185	£37	£222
Will Search	£105	£21	£126
Statutory Notice in London Gazette	£85	£17	£102
Statutory Notice in Local Newspaper (prices vary)	£100 - £300	£20-£60	£120-£360

Types of Lasting Power of Attorney (LPA)

There are two forms of LPA: one covers finances and property and one covers health and care. We can advise you whether or not you need both.

You can also register the LPA with the Office of the Public Guardian (OPG). The OPG protects those who do not have the mental capacity to make decisions for themselves. You can register the LPA at any time.

Our fees

Our standard charge for one straightforward LPA is **£500 + VAT = £600**
With registration (see below) the total cost is **£682**

Our standard charge for two straightforward LPAs is **£750 + VAT = £900**
With registration (see below) the total cost is **£1064**

Our standard charge for four straightforward LPAs is **£1000 + VAT = £1200**
With registration (see below) the total cost is **£1364**

Lasting Power of Attorney

These estimates are not intended to be fixed. If the scope of the work changes or the assumptions upon which the fee estimate is based change, the estimate will no longer apply and we will give you a revised estimate. The full basis for our charges is set out below.

Additional Payments / Costs

If you decide to register an LPA with the OPG there is a court fee payable of up to £82.00 for each LPA.

Timescales

If you need a Power of Attorney urgently, then we will do all we can to see you, prepare it and arrange for you to sign it as soon as possible.

In normal circumstances, from the time we see you to discuss your requirements for the Power of Attorney to the time we meet to sign the Power of Attorney, it is usually 1 to 2 months. Please be aware however that the OPG is currently taking 6 months to deal with Registration.

Example cases

A simple Will

For our standard charge we arrange to meet with you in person at our offices to take your instructions. At that meeting, we gather as much as possible of the information that we need in order to prepare draft Wills for you. We then draft Wills which we send to you for your consideration. You are then able to add any further information or make any amendments before we prepare final versions for you to sign.

We then arrange for you to come into the office to sign the final versions and we supervise execution to ensure the Wills are signed correctly.

Here is a more detailed breakdown of how these costs are made up:

Our standard charge for a single straightforward Will is **£500 + VAT = £600**

Our standard charge for a pair of straightforward mirror Wills is **£750 + VAT = £900**

These estimates are not intended to be fixed. If the scope of the work changes or the assumptions upon which the fee estimate is based change, the estimate will no longer apply and we will give you a revised estimate.

Making a Will

VAT: please note that all the above will be charged to you with the addition of VAT at the current rate (to meet HMRC re-charge requirements)

A more complex Will

Examples of when we might need to increase our charges from our standard charge would be:-

- Where you wish to include a Trust in your Will
- When you have a medical condition which might affect your capacity to sign the Will. In this situation we might need to obtain a medical report from your GP or Consultant
- Where there is a dispute within the family and you wish to leave out of your Will someone who might be expecting to inherit
- When, once you receive the initial draft of your Will, you have a change of instructions or wish to add substantially to the draft

Steps in the case

- We will meet with you to understand your wishes and to advise you on matters to consider when making your Will
- We then draft the Will and send it to you to consider and make any amendments
- The Will is then finalised ("engrossed")
- We ask you to make an appointment to come in and sign it

- You sign the Will in front of witnesses (usually staff at Shentons)
- We store the Will for you (if you wish) and provide you with copies

We do not advise on

- Complex trusts
- Complex tax implications / liabilities (but we can liaise with your Accountants to assist you)

Timescales

If you need a Will urgently, then we will do all we can to see you, prepare the Will and arrange for you to sign it as soon as possible.

In normal circumstances, from the time we see you to discuss your requirements for the Will to the time we meet to sign the will, it is usually around 1 to 2 months.

Factors that Increase your costs

- If you delay in responding to our requests we are obliged to chase you. If this is necessary on more than one occasion this may also result in an increase in our estimate
- If you make a lot of alterations to your instructions we may have to charge you or if you fail to cooperate to enable the estate to be administered our costs are likely to increase. As our charges will be paid from the estate, this will result in lower funds being available for the beneficiaries
- If there is no Will; this is called an intestacy and usually involves more work as the Deceased's affairs tend to be less organised.
- Executor's disagreements, beneficiaries' disagreements, being unable to locate Executors or beneficiaries.
- Sale of the house at more than the Probate value resulting in Capital Gains Tax being payable.
- Sale of assets at more than the Probate value, or finding assets later in the probate process, which result in the need to file a Corrective Account for Inheritance Tax purposes.
- We try and give a realistic timescale of how long an estate will take to administer. We update the Executors monthly. If the Executors want to be updated more often than monthly this will increase our charges. In addition to monthly updates there will be contact between us and the Executors requesting and giving information when necessary. If however the Executors send numerous emails with which they wish us to deal, this will increase our charges.
- Charities as beneficiaries can involve more work, particularly if there is a large number of them. Sometimes it is tax beneficial for the charities to have assets appropriated to them before sale. We will need to liaise with the charities regarding this. Where there are

a large number of charities we ask them to nominate a lead charity who we correspond with and who then disseminates to the other charities. Whilst having charitable beneficiaries can result in increased administration costs, they do benefit from charitable status from Inheritance Tax and the estate may therefore pay less Inheritance Tax, still resulting in a substantial saving.

- Large numbers of assets, for example, lots of different bank and building society accounts with lots of different banks and building societies. Lots of certificated stocks and shares managed personally by the Deceased, involving arranging lots of different sales or stock transfer forms to transfer them to beneficiaries.

Hourly rates for our team

The firm's charges are calculated mainly by reference to the amount of time that is spent on a matter. The Firm's rates are reviewed annually and we shall inform you promptly of any change. Ordinary letters out and telephone calls are charged at six minute units where the time spent does not exceed this.

The hourly rates and unit charges for members of the Probate Department are:

Elisabeth Pollard Partner, Head of Non-Contentious	£325 per hour + VAT / £32.50 per unit
Patrick Hunter Partner	£310 per hour + VAT / £31.00 per unit
Lisa Warriner Senior Legal Executive	£275 per hour + VAT / £27.50 per unit
Katie Wood Senior Legal Executive	£275 per hour + VAT / £27.50 per unit
Melanie Armstrong Legal Executive	£225 per hour + VAT / £22.50 per unit
Laura Keith Probate Assistant	£170 per hour + VAT / £17.00 per unit
Emma Radford Paralegal	£100 per hour + VAT / £10.00 per unit
Helen Colmer Probate Secretary	£75 per hour + VAT / £7.50 per unit
Sue Weston Probate Secretary	£75 per hour + VAT / £7.50 per unit

Where a matter is dealt with by a legal secretary or non-fee earner to progress it a charge of £75 per hour will be made. We will add VAT at the current rate to the above figures.

These rates reflect the many overheads which, of necessity, a firm of solicitors must incur to run its business.

Shentons as your Executors

Our charges for acting as your Executors and administering the estate when you die will be calculated primarily by the amount of work involved based upon the hourly rate at the time of the person dealing with the matter. As a guide, the administration and winding up of a straightforward estate usually involves between 5 and 10 hours' work and the administration of a standard estate usually involves between 10 and 30 hours' work. The winding up of a complex estate involves between 30 and 60 hours' work.

In addition, our charges contain an element based on the gross value of the estate. This is because the value reflects the importance of the matter and consequently, the responsibility of Shentons. We charge 0.75% of the gross value of the property and 1.5% of the gross value of everything else. However, in light of the high value of property prices in this area it is the Firm's policy to charge only 0.75% of *half* the value of the property.

If you appoint others as Executors who then instruct us to administer the estate we do not charge a value element. We suggest you only appoint partners in Shentons as Executors where (a) there is no-one else willing or appropriate to act; or (b) the administration of the estate is likely to be complex; or (c) there is likely to be a dispute following your death.

WIQS and STEP

The Firm is a member of the Law Society's Will and Inheritance Quality Scheme (WIQS) and complies with the Society of Trusts and Estate Practitioner's (STEP) Code for will preparation. The purpose is to ensure that you receive the highest standard of advice and client care.

- We will not pressure you into buying more complex advice that is not in your best interests
- Our dedicated Wills and Probate service is tailored to your needs. We will explain the process, options, costs and likely timescales
- We will keep you up to date using your preferred method of communication
- Accredited solicitors and other staff complete mandatory training on the WIQS standard and show compliance through annual re-accreditation and ongoing enforcement checks by the Law Society of England and Wales

You can view a copy of the WIQS Client Care Charter online at

<http://www.lawsociety.org.uk/accreditation/specialist-schemes/wills-inheritance-quality/wiqs-client-charter>.

You can view a copy of the STEP Code for Will Preparation at www.step.org/will-writing.

Alternatively, if you would like printed copies, please let us know.

Making the law work for *you*

Property

Our Property Department deals with Conveyancing. Conveyancing means the transfer of ownership in a property from one party to another. It also covers such things as securing a mortgage, the investigation of the title of a property, who owns the (or any part of a) property and preparing documents which give or establish rights relating to it. The most common transactions are a sale, purchase or mortgage (or re-mortgage) of a freehold or leasehold property so we have used these as the basis on which to give you an idea of the costs involved.

Example Cases

Example of a simple house purchase

Steve and Jo asked us to help them with the freehold house they wanted to buy. They had agreed a price of just under £300,000. We charged £1150 and, with various payments to others, the costs including VAT were £2106. The Stamp Duty was an additional £5000.

The reason the costs were relatively low was due to the fact that Steve and Jo had organised their paperwork well and responded promptly to our enquiries. The seller and others involved along the chain also responded quickly to their legal teams and the flow of documents and information proceeded smoothly. The total costs were therefore £7106.

If this was a leasehold purchase, they would have also needed to pay the landlords related costs, which would add approximately £4140 to the costs. This would make the total £11,246 including VAT.

Purchases

Example of a more complicated house purchase

Mrs Post fell in love with an old property formerly used as the village shop. She asked us to do the conveyancing. We estimated that our charges would come to £1800 (including VAT) and the stamp duty land tax would be £15,250 as the purchase price agreed was £505,000. Payments to others including searches were additional and totalled £510. When we examined the deeds, it became clear that access to the garden was not adequately legally defined and needed to be sorted out.

We negotiated with the seller's solicitor for insurance to be arranged to cover these difficulties and contracts were then exchanged. It took just over three months to reach the exchange of contracts at which point the seller and buyer agreed a completion (moving) date a few weeks later. We spent considerably more time on the matter because of the problems with ownership and we advised Mrs Post that our charges would have to be increased by four chargeable hours which at a Senior Conveyancer's hourly rate which would bring our total costs to £2952.

This new total, including the Stamp Duty Land Tax and other payments, came to £16,912.

Table of Fees

Freehold Purchase	Our Fees (excluding VAT)
Up to £300,000	£1300
£300,001 - £500,000	£1400
£500,001 - £800,000	£1500
£800,001 - £1m	£1750
£1m - £1.5m	£1900
£1.5m+	£2200 +
Leasehold Purchase	
Up to £300,000	£1500
£300,001 - £500,000	£1600
£500,001 - £800,000	£1700
£800,001 - £1m	£2000
£1m +	£2300 +

Additional Payments / Costs

	Cost	VAT	Total
Electronic anti-money laundering search arrangement fee (per person)	£10.00	£2.00	£12.00
Bank Transfer arrangement fee	£30	£6	£36
Bankruptcy Search fee (per person)	£2.00	-	£2.00
International Bankruptcy Search (per person living abroad)	Typically £100	£20	£120
Indemnity Insurance Policy	Typically £11.50 - £800	-	
Search Fees To include: Local Search, Environmental Search, Water & Drainage Search and Chancery Search	£350.00 (approx.)	£70.00 (approx.)	£420.00 (approx.)
Stamp Duty Land Tax Return Submission Fee	£10.00	£2.00	£12.00
Stamp Duty Land Tax (Dependent on the price payable for the property and ancillary matters for example if you are a first time buyer, or an owner of multiple properties- see more at https://www.gov.uk/stamp-duty-land-tax/)	Variable	N/A	Variable

<u>duty-land-tax/residential-property-rates</u>			
Land Registry Official search fee	£3.00	£0.60	£3.60
Land Registry Registration Fee (Dependent on the price payable for the property - see more at https://www.gov.uk/guidance/hm-land-registry-registration-services-fees)	Variable	N/A	Variable
Leasehold – Landlord's appointed valuer	£650 - £1200	£130 - £240	£780 - £1440
Leasehold – Landlord's solicitor fees	£1000 - £1250	£200 - £250	£1200 - £1500
Deed of Covenant	Typically £150 - £550	£30 - £110	£180 - £660
Notice of Assignment and charge (per notice)	Typically £90 - £450	£18 - £90	£108 - £540

Timescales

We would normally expect to complete your transaction within 12 to 16 weeks. Please note that the number of transactions linked to your purchase in the 'chain' can affect the time it takes as all of the matters will have started at different times. Your moving ("completion") date will not be fixed until this date has been agreed with all parties and contracts have been exchanged.

Example Case

Example of simple house sale

John and Amy asked us to help them with the sale of their freehold house. They had found a buyer who had agreed to pay £390,000. We charged them £1300 + VAT and, with various payments to others, the total costs came to £1614 including VAT. In six months, they had sold and moved to their new property.

Sales

The reason the costs were relatively low was due to the fact that John and Amy had organised their paperwork well and responded promptly to our enquiries. The buyer and others involved in buying their property and along the chain also responded quickly to their legal teams and the flow of documents and information proceeded smoothly.

Table of Fees

Freehold Sale	Our Fees (excluding VAT)
Up to £300,000	£1200
£300,001 - £500,000	£1300
£500,001 - £800,000	£1400
£800,001 - £1m	£1750
£1m - £1.5m	£1900
£1.5m+	£2200 +
Leasehold Sale	
Up to £300,000	£1250
£300,001 - £500,000	£1350
£500,001 - £800,000	£1450
£800,001 - £1m	£1850
£1m +	£2200 +

Additional Payments / Costs

	Cost	VAT	Total
Electronic anti-money laundering search arrangement fee (per person)	£10.00	£2.00	£12.00
Bank Transfer arrangement fee	£30	£6	£36
Bankruptcy Search fee (per person)	£2.00	-	£2.00
International Bankruptcy Search (per person living abroad)	Typically £100	£20	£120
Indemnity Insurance Policy	Typically £11.50 - £800.00	£2.30 - £160	£13.80 - £960
Official copies of Land Registry Registers of Title, filed plans, and ancillary documents	£3.00 per document	£0.60	£3.60
If your property is leasehold, the freeholder / Management Company Information Pack (the price is dependent on the individual freeholder or Management Company)	Typically £250 - £750	£50 -£150	£300 -£900

Timescales

We would normally expect to complete your transaction within 12 to 16 weeks. Please note that the number of transactions linked to your sale in the 'chain' can affect the time it takes as all of the matters will have started at different times.

Your moving ("completion") date will not be fixed until this date has been agreed with all parties and contracts have been exchanged.

MORTGAGES

We charge one fee for each mortgage, regardless of the amount of the mortgage. In these transactions we will be acting for both you and your lender. Our fees for a standard residential mortgage are £650 plus VAT which totals £780.

Please note that Bridging Loans are a completely different arrangement and would be quoted specifically and outside the scope of this price guidance.

Additional Payments / Costs

There may also be other payments specific to your mortgage and the cost of payments can be found on pages 20 and 21 or click [here](#).

The additional payments if two people take a mortgage on a simple transaction are likely to total roughly £630. Once we have your mortgage offer we can give you specific estimate.

Timescales

Mortgages and Equity Subject to you as the borrower helping us to resolve all matters that need attention to comply with your mortgage offer we estimate a time frame of between 2 weeks and 12 weeks.

REMORTGAGES

A re-mortgage is where you either change lenders or take out a further loan on your property.

Our fees for a standard residential re-mortgage of a freehold property are £750 plus VAT which totals £900.

Our fees for a standard residential re-mortgage of a leasehold property are £950 plus VAT which totals £1140.

Please note that Bridging Loans are a completely different arrangement and would be quoted specifically and outside the scope of this price guidance.

Additional Payments / Costs

There may also be other payments specific to your mortgage or your property; the cost of payments can be found on pages 20 and 21 or click [here](#).

The additional payments if two people remortage on a simple transaction are likely to total roughly £530. Once we have your mortgage offer we can give you specific estimate.

Timescales

Subject to you as the borrower helping us to resolve all matters that need attention to comply with your mortgage offer we estimate a time frame of between 2 weeks and 12 weeks.

TRANSFER OF OWNERSHIP (EQUITY)

This is a situation which usually arises where a person transfers a part or all of a property to someone they know and often for no payment (frequently between family members).

Our fees for a standard residential transfer of equity for a freehold property are between £500 and £650 plus VAT which totals between £600 and £780 respectively.

Our fees for a standard residential transfer of equity for a leasehold property are between £600 and £900 plus VAT which totals between £720 and £1080 respectively.

Additional Payments / Costs

There may also be other payments specific to your transfer; the cost of payments can be found on pages 20 and 21 or click [here](#). We can provide a specific estimate based upon your circumstances.

Timescales

Subject to you as the client helping us to resolve all matters that need attention, we estimate a time frame of between 2 weeks and 12 weeks. If your property is leasehold the timescale will be at the longer end of the spectrum and, freehold properties however tend to be at the shorter end.

The Conveyancing Process

Key stages of the PURCHASE process

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:

- 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 and report to you upon the results
- Obtain further planning and Building Regulations documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of the mortgage offer with you
- Send the final contract to you for signature
- Agree a completion date (date upon which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from the lender and you
- Complete the purchase
- Deal with payment of Stamp Duty Land Tax
- Deal with application for registration at the Land Registry

Key stages of the SALE process

- Take your instructions and give you initial advice
- Obtain the deeds from you or your lender
- Advise on the contract documents and information to be given to the buyer
- Provide contract documents to the buyer's solicitor
- Obtain further planning and Building Regulations documentation if required
- Reply to any additional enquiries from the buyer's solicitor
- Send final contract to you for signature
- Approve the draft Transfer and arrange for your signature
- Obtain pre-completion searches and the amount to pay off any mortgage
- Agree completion date (date from which you no longer own the property)
- Exchange contracts and notify you that this has happened
- Complete purchase
- Deal with repayment of any mortgage
- Deal with payment of the estate agent
- Send all documents to the buyer's solicitor

We will advise as to the costs involved more precisely when you have the full details of the property you wish to buy or sell. In the meantime, you can use this to help in budgeting for your move.

Our fees cover all of the work required to complete the purchase of your new home, including acting for your mortgage lender (Where instructed to do so), 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.

We do not advise on

- Complex trust matters
- Non-standard Stamp Duty Land Tax Matters
- Capital Gains Tax
- Completion of an ID1 form
- Properties outside of England

Factors that can Increase your Costs

1. If the property is unregistered - Generally we will spend 1-2 more hours investigating the ownership and may need to carry out additional searches
2. Dealing with clients based abroad and the additional checks we are required to make for anti-money laundering purposes.
3. Defective Ownership (Legal Title) – If there are documents missing or incorrect, our costs will increase as we will advise you on the best way to proceed
4. Missing documents, for example Building Regulation approval
5. Access matters – if there are problems relating to access, further investigation will be required together with the negotiation and preparation of deeds of easement
6. If a client has not provided information to us in a timely manner
7. Collective Enfranchisement – If a sale or purchase of leasehold property involves the purchase of the freehold
8. Lease Extension – If a sale or a purchase of a leasehold property is dependent on the extension of a lease term
9. Deed of Variation – To alter the terms of a lease or transfer deed
10. Dealing with more than one management company (whether a leasehold or freehold property/development)
11. New build property - Generally we will spend 1-2 more hours investigating the ownership, and reviewing documents
12. Declaration of Trust – Where a property is owned on behalf of another party
13. Personal Loan and Legal Charge (Mortgage)
14. Dealing with a third party solicitor – for example if a mortgage lender uses their own solicitor and requires duplication of documentation and additional reports
15. Transfer of Part – If you are buying or selling a piece of land, we will advise you regarding the terms of the transfer

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- 16. Expedited matter – If your transaction needs to be completed quickly and take priority over other matters an additional fee will be payable
 - 17. Unexpected Searches – Dependant on where the property is located, additional searches may be required for example mining searches
 - 18. Indemnity Insurance - Implementing insurance policies to cover risks such as missing deeds or concerns regarding restrictions on how you can use the property.
 - 19. Lender Portals – If your chosen lender uses a portal- an electronic window- (such as Lender Exchange and LMS) to correspond with us, a fee will be payable which will be subject to VAT.
 - 20. Failed completion – If the transaction exchanges but does not complete we will need to charge you for additional work to sort this out for you
 - 21. Complex funding arrangements
 - 22. Help to Buy Schemes
 - 23. Shared Ownership
 - 24. Volume of documents to be reviewed
 - 25. If we decide that a more senior member of staff needs to be involved with your then we will charge an uplift of 15% on the final fee, plus VAT. This applies whether or not the matter proceeds to completion.
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Hourly rates for our team

Meetings with Shentons are charged at 6 minute increments based on the individual member of staff's hourly rate. These hourly rates reflect the level of qualification and experience of the person involved.

The firm's charges are calculated mainly by reference to the amount of time that is spent on a matter. The firm's rates are reviewed annually and we will inform you promptly of any change. Ordinary letters out and telephone calls are charged as 6 minute units where the time does not exceed this.

The hourly rates and unit charges for members of the Conveyancing Department are:

Patrick Hunter Partner, Head of Property	£310 per hour + VAT / £31.00 per unit
Lucy Hunting Solicitor	£250 per hour + VAT / £25.00 per unit
Annie Arkwright Senior Conveyancer	£240 per hour + VAT / £24.00 per unit
Michelle Hughes Conveyancer	£195 per hour + VAT / £19.50 per unit
Sue Wheeler Property Secretary	£75 per hour + VAT / £7.50 per unit
Mary Torrance Property Secretary	£75 per hour + VAT / £7.50 per unit

VAT: please note that all the above will be charged to you with the addition of VAT at the current rate (to meet HMRC re-charge requirements)

Where a matter is dealt with by a legal secretary or non-fee earner to progress it a charge of £75.00 per hour will be made.

These rates reflect the many overheads which, of necessity, a firm of solicitors must incur to run its business.

You can learn more about the Property Team at Shentons via the Our Team tab on our website.

Making the law work for you

COMPLAINTS

Details of how to complain are set out in our complaint procedure, please [click here](#) to read more.