

RESIDENTIAL OFF PLAN PURCHASES Initial Fee Estimate & Information

Dear New Build Buyer,

Thank you for contacting us to represent you in the purchase of your property.

We are committed to providing you with clear and easy to understand information of our fees from the outset. For a registered freehold title with vacant possession, the schedule below sets out our fee estimate, property searches and typical disbursements. VAT is charged @ 20%.

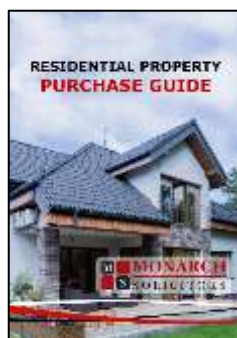
Purchase Price	Our Fees (+ 20% VAT)	Property Searches & Advice (Optional for cash buyers)
Up to £75,000	£1,400	£250 + Vat plus search fees (lender compliant) which range from £250 - £500 dependent upon location of property Includes: Local Authority, Coal Mining, Environmental, Water & Drainage, Chancel Liability
£75,001 to £100,00	£1,500	
£100,001 to £150,000	£1,750	
£150,001 to £200,000	£2,000	
£200,001 to £250,000	£2,250	Other Usual Costs Bank Transfer (each): £40 + VAT ID & AML check (each): £50 + VAT Lawyer Checker: £50 + VAT Postage & Copying: £25 + VAT Government Fees & Taxes Land Registry Searches (TBC) Land Registry Registration Fee (TBC) Stamp Duty Land Tax (TBC)
£250,001 to £300,000	£2,500	
£300,001 to £350,000	£2,750	
£350,001 to £400,000	£3,000	
£400,001 to £450,000	£3,250	
£450,001 to £500,000	£3,500	
£500,001 to £750,000	£3,750	
£750,001 to £1,000,000	£4,000	
Over £1,000,000	1%	

Estate Agencies: We pay a referral fee of upto 5% (+ VAT) from our base fee from our marketing budget.

SDLT is dependent upon the purchase price and can be calculated using [HMRC's CALCULATOR](#).

In our Terms of Engagement, we shall provide you with the details of any additional services. If you obtain a standard high street mortgage and we are on the panel, we shall also deal with it.

More information on buying a UK property can be found [HERE](#) or download our free guide below:



ENGLISH



中文



粵語



عربي

For more information, please contact our Property Team on 0161 820 8888 (Manchester) or 0208 889 8888 (London) or email us at propertysupport@monarchsolicitors.com.

INITIAL STEPS TO START THE PROCESS

To proceed with your purchase, you will initially need to provide our details to your estate agent and provide us with the following:

Identity Checks:

1. Please provide the following documents to confirm your ID (individuals/directors):
 - a) One photographic – usually, a copy of your passport/driving licence,
 - b) One proof of address – usually bank statement or utility bill.
2. We shall also send each purchaser an email from Credas, a digital identity and AML verification provider. This is a quick secure and easy to use method of ID verification that prevents the need for you to come in to our office to see us to have your ID verified. Alternatively, your ID documents should be certified by a local regulated professional person and we will need to do a separate AML verification.

Company Documentation:

3. If you are purchasing via a company, please provide the company incorporation documents, company UTR tax number and the names of all directors and shareholders, together with their ID evidence.

Anti-Money Laundering Checks:

4. We enclose our AML guide, disclosure form and funds chart. Please complete the forms and sign the last page of disclosure form to confirm this is an accurate statement of your sources of wealth (how did you obtain the money) and sources of funds (where are those monies held and coming from to us). We shall need to check this information at exchange and then again at completion, where completion is some months away (e.g., as in an off-plan purchase).
5. Please also provide the documentary evidence of the source of funds and the source of your wealth as set out in our AML guide.

Joint Property Ownership Form:

6. To be completed where two or more persons are buying the property together.

Search Instruction Form:

7. Please read the guidance on searches and then sign and return the form attached.

Mortgage Purchases:

8. If you shall require a mortgage for the completion funds, please advise us how much you will be borrowing and who is your proposed lender, so we may check whether we are on your lenders panel.

If you have agreed, any purchase incentives other than the purchase price, please advise us in writing of the details, so we may ensure the purchase contract takes such incentives into account.

Upon receipt of the above information. we shall prepare and send you our Terms of Engagement to E-sign and request the property contract papers from the developer's solicitors to start the conveyancing process.

**Thank you,
Property Team**



ABOUT US

Monarch Solicitors are a full-service law firm led by highly experienced solicitors, who manage a team of fresh young dynamic individuals who really are the best at what they do. We go beyond the average and have a very proactive approach. We understand our client's needs and deliver results. You can trust us with all your legal needs whether they are personal or for your business. Details of our other services can be found [HERE](#).

OUR SERVICE ADVANTAGES

- ☑ Award winning firm
- ☑ Competitive pricing
- ☑ Fast, efficient and professional
- ☑ Great client reviews and feedback
- ☑ One point of contact for clients and agents
- ☑ Lawyers who speak English, [Mandarin](#), [Cantonese](#), [Arabic](#) & others too
- ☑ Experienced in resolving problems overseas clients face when buying UK property

OUR TEAM



Shazda Ahmed (Also known as Serena Amani)
Practice Director and Head of Conveyancing

Saher Qarini
Trainee Solicitor

Janice Cheung
Trainee Solicitor

Joanne Lau
Licensed
Conveyancer

Leah Whitehead
Paralegal

Bethany Hawkins
Paralegal



OUR ACCREDITATIONS

