

PLEASE NOTE that this document is a prescribed form and must not be altered or amended in any way



**QUOTATION
FOR DOMESTIC CONVEYANCING CHARGES**

QUOTATION BY: <i>Details of solicitors giving quotation</i>	
Dated:	Signed:

CLIENT DETAILS	
Name:	
Address:	
Tel:	
Email address:	
National Insurance No.	

DETAILS OF PROPERTY TO BE SOLD	
Address:	
[Anticipated] Sale Price:£	
Amount of existing Mortgage outstanding: ..£	
Any other charges or loans:£	
Existing Lender (if applicable):	

DETAILS OF PROPERTY TO BE PURCHASED	
Address:	
Purchase Price: £	
Amount of deposit: ...£	
Loan required:£	
Proposed Lender:	

DETAILS OF PROPERTY TO BE RE-MORTGAGED	
Address:	
Proposed amount of new mortgage..... £	
The amount of existing mortgage outstanding..... £	
Any other charges or loans£	
Existing Lender:	
Account Number of existing Lender:	
Proposed new Lender:	

A: PROFESSIONAL FEES

On your sale (including discharge of your Mortgage)	£
On your Purchase	£
On your Mortgage or Re-mortgage	£
On completing Stamp Duty Land Tax return	£
On application for Compulsory First Registration.....	£
Other Professional Fees: _____	£
Total Professional Fees payable to solicitor:	£

B: VALUE ADDED TAX ON PROFESSIONAL FEES

VAT @ currently applicable rate on our Total Professional Fees*£

C: OUTLAYS IN CONNECTION WITH YOUR SALE or RE-MORTGAGE

Maps and Mapping:

Address Centred Extract (“ACE”) Map	£
Land Registry Folio Map	£
Mapping	£

Property Certificates:

Department of the Environment	£
Local Authority	£
Northern Ireland Housing Executive	£

Search Fees (approx):

Statutory Charges Register	£
Registry of Deeds	£
Land Registry	£
Bankruptcy	£
Enforcement of Judgements Office	£
Land Web	£

Registration Fees:

Registration of Vacate/Release	£
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Total Outlays £

D: OUTLAYS IN CONNECTION WITH YOUR PURCHASE or RE-MORTGAGE

Registration Fees:

Registry of Deeds * £
Land Registry £

E: STAMP DUTY LAND TAX

Stamp Duty Land Tax £

SUMMARY

A: Professional Fees	£
B: VAT on Professional Fees	£
C: Outlays in connection with your sale /re-mortgage...	£
D: Outlays in connection with your purchase/ re-mortgage.....	£
E: Stamp Duty Land Tax	£
Total payable	£

I/We accept the fees and charges set out above

Signed.....

Dated.....

NOTE 1: This form, which has been produced by the Law Society of Northern Ireland, pursuant to Regulation 5(2) of the Solicitors (Advertising) Practice Regulations 1989, sets out the charges that will be made for the work detailed above. It is calculated using information presently available. [It is also based on the assumption that the transaction will not prove to be substantially more complex or time consuming than expected. If it does prove to be more complex or time consuming than expected then the professional fees and necessary outlays may be varied and increased to reflect that. If this situation arises you will be advised of this and of the fees that will incur after we have consulted with you.]¹ Also, if the matter does not proceed to completion, you will still have to pay for all work done up to the point when the transaction was aborted and for all outlays incurred on your behalf.

¹ *Delete the words inside the square brackets if a fixed fee is being quoted*

NOTE 2: The amount that you will have to pay us for our work in connection with the above transaction(s) is based on the information that you have given us as set out above. In addition to our professional fees as set out in Box **A**, you will be liable for the outlays and items set out in Boxes **B, C, D** and **E**. These outlays are comprised of taxes which are payable to the Government and fees which are payable to other agencies and are based on the most up-to-date information available to us.

NOTE 3: The total amount of VAT, Stamp Duty Land Tax, registration fees and other payments may vary if the rates or levels are changed after the date of this quotation.

NOTE 4: The charges that we have quoted are based on the assumption that the property is subject to Compulsory First Registration ("CFR"). If it transpires upon inspection that the title is already registered in the Land Registry then an additional charge of £ _____ will be payable in respect of Land Registry fees. However, the Professional Fee of £ _____ (+VAT) for CFR will not be charged. Those fees and outlays marked * may vary accordingly.

NOTE 5: In addition to the above you will have to budget for payments to other parties and for other items which may include:-

- ◆ your building society or other lender for their survey
- ◆ specialist reports, e.g. electrical wiring, boiler, damp proofing, etc
- ◆ mapping
- ◆ mortgage guarantee premium
- ◆ early redemption penalties
- ◆ connection and other charges for electricity, gas, sewerage, water and phone
- ◆ furniture removal
- ◆ estate agents

You should check with them that the amounts they will require are inclusive of VAT.