

EXTRA WORK: ADDITIONAL FEES

All prices are plus VAT, VAT inclusive figures in brackets @ 20%.

	Item	Explanation	Additional fee
1	Declaration of Trust	This is where the property is to be held for the benefit of beneficiaries, or jointly. Straightforward only, otherwise by negotiation.	£160 (£192.00)
2	Title Indemnity Policies	Some title defects can be overcome by use of an insurance policy, which we can arrange for you. The premium is charged separately. The fee quoted may be increased for complex cases.	£75 (£90.00)- £250 (£300.00)
3	Missing Title Deeds	Missing title deeds for unregistered titles can often be obtained from the West Yorkshire Deeds Archive. The Archive fee is charged separately.	£45 (£54.00) per deed
4	Approval of Insurance	The borrower may want to arrange their own buildings insurance, and we must get approval of the policy. The lender may charge a separate administration fee for this.	£25 (£30.00)
5	Discharge of Second Mortgages	On a sale, the removal of a first mortgage is covered by the agreed scale fee. However, where second or subsequent charges are also registered, there is an additional fee for dealing with removal of those charges. An additional CHAPs fee may also be charged.	Per charge £40 (£48)
6	Third Party obligations	Sometimes, we have to get approval from a third party to the transfer. This charge is to deal with that person or their lawyer to get the approval. There may be other fees payable to the third party or their lawyers.	Per approval £50 (£60.00)- £100 (£120.00)
7	Deeds of Covenant	Some titles, such as apartments, contain an obligation on the buyer to enter into a deed, to comply with the obligations to a third party, such as a landlord or management company. There may also be fees payable to the third party or their lawyers.	Per deed £75 (£90.00)
8	Company Shares	Where there is a management	£65 (£78.00)

		company, there may be a need to arrange a transfer of shares. There may also be administration fees payable to the third party or their lawyers.	1st owner, £30 (£36.00) Others
9	Statutory Declarations or Statements of Truth	Often, sorting out a title defect means we need to get the seller to give a formal statement to verify the facts of ownership. A fee will be charged by a Commissioner for Oaths for a statutory declaration.	Per document £50 (£60.00)- £150 (£180.00) Plus oath fee
10	Chaps Transfer Fees	If extra same day bank transfers are required, there is an extra administration fee for each transfer.	£35.00 plus VAT
11	Additional searches	Sometimes we have to do extra searches and enquiries of third parties	Cost of search plus hourly rate
12	Declaration of solvency	A formal declaration is often needed for some transactions within families	£50 (£60.00)
13	Service Charge retentions	Where there is a service charge, sometimes money is retained for up to a year to deal with service charge accounts. This is billed when the retention is released.	£100 (£120.00)
14	Contributions by third parties	Where family members or others contribute part of the price, a lender will have additional requirements.	£50 (£60.00) per person
15	Deed of priority	Where there is more than one loan, a lender may require a deed between the lenders.	£75 (£90.00)- £150 (£180.00)
16	Notices to complete	If one party does not complete on the due date, a formal legal notice may have to be done	£150 (£180.00)- £250 (£300.00)
17	Other work not covered by fee	For additional work that is not included in the fixed fee	Hourly rate or as agreed before-hand.