
PROPERTY INVESTOR REGISTRATION PACK



Kingsbridge House South Seventh Street Milton Keynes MK9 2PZ
DX 31421 MILTON KEYNES

conveyancing@neves-solicitors.co.uk

01908 304560 (tel)

01908 304565 (fax)

Registration Pack Index

No.	Document	Instructions
1.	Neves Service	<i>Please retain for information</i>
2.	Residential Property Team	<i>Please retain for information</i>
3.	BMV Conveyancing – Overview	<i>Please retain for information</i>
4.	BMV Action Sheet	<i>Please retain for information</i>
5.	Client Information Sheet	<i>Please return this fully completed</i>
6.	Terms of Business	<i>Please sign and return this</i>
7.	Purchase Fees and Disbursements	<i>Please retain for information</i>
8.	Sale Fees and Disbursements	<i>Please retain for information</i>
9.	Remortgages and Transfers Fees	<i>Please retain for information</i>
10.	Identity Requirements (Individuals)	<i>Please supply the original documents as per this list</i>
11.	Identity Requirements (Companies)	<i>Please supply the original documents as per this list</i>
12.	New Transaction Instruction Form	<i>Please complete this and email to us on every new transaction.</i>
13.	Card Payments Authority	<i>Please complete, sign and return this.</i>
14.	Bank Details	<i>Please retain for information</i>
15.	Neves – other services	<i>Please retain for information</i>

Our Service

Interactive Tracking	All clients can view all their current and past transactions through our website www.neves-solicitors.co.uk simply log in to "online services" using your email address as your user name and your chosen password. You will then be able to access up to date information on your transaction including key stage milestones and casenotes. This system is updated everytime something happens on your file and will provide you with detailed information as to the status of your file. We would suggest that all clients utilise this useful tool for day to day management and progression on their matters.
Emails	We aim to reply to all emails within 1 working day. Please use the email address conveyancing@neves-solicitors.co.uk to ensure that you contact the whole team. Email contact is our preferred method of correspondence.
Telephone Calls	We aim to return all calls within 1 working day, please try to avoid multiple telephone calls in 1 day. If no-one is available when you ring, please leave a voicemail message.
Opening Hours	We are open 9am – 5.15pm Monday to Friday. Lunchtime is 1pm – 2pm. Please avoid telephoning/visiting the offices at lunchtime.
Letters & Faxes	We aim to reply to all letters within 3 working days.
Contract Paperwork	We aim to approve the contract, raise enquiries and submit searches within 3 working days of receipt of the contract from the Sellers solicitors. NB. We require monies on account before we can commence work – please make a card payment at the outset of each new transaction.
Personal Callers	Please try not to visit the office without an appointment or without telephoning first. Please expect to wait if you do arrive unannounced.
Busy Periods	We are at our busiest on a Friday as this is traditionally the most popular day for completions. With the last Friday of the month and the Friday immediately prior to a Bank Holiday being particularly busy.
Registration Packs	These will be emailed and/or posted to you within 3 working days of your request, unless you indicate that you have an urgent deal pending.
Urgent Matters	We endeavour to meet your timescales on urgent matters. Please ensure that you supply us with details of all deadlines and other information at the outset of the matter to help us help you to achieve your required (and/or preferred) dates.
Sellers Solicitors	We recommend that you ask that the Seller instruct City Law Solicitors on all cases. It is significantly easier for us to achieve your required timescales with the cooperation of a proactive and informed Seller's solicitor.
Progression	On the majority of transactions you will be buying directly from the Seller and there will therefore not be an estate agent to liaise with your Seller. You must therefore keep in regular contact with your Seller and ensure that they are dealing with things quickly. Encourage your Seller to supply all paperwork they hold relating to the property to their solicitor at the outset as this may avoid delays later.
Promises	Do not make unrealistic promises to Sellers. Give realistic and accurate timescales and information as to what they need to do to achieve them. This is especially important when purchasing leasehold properties as it can take several weeks for the leasehold information to be collated by the Sellers solicitors.

Residential Property Team (MK)

Name	Title	Role	Tel
Caroline Hume	Partner	Supervisory/Head of Dept	01908 304560
June Watson	Conveyancer	Appointments/TitleChecks/ Exchanges	01908 304560
Nicola Green	Conveyancing Executive	Appointments/TitleChecks/ Exchanges	01908 304581
Carly Inskip	Assistant	Exchange Progression/CH's PA	01908 304572
Adam Fox	Assistant	New Matters/Initial Stages/Pre-Exchanges	01908 304573
Nadia Beg	Assistant	New Matters/Initial Stages/ Exchange Progression - <i>BMV/Investors</i>	01908 304579
Lisa Fathers	Assistant	New Matters/Initial Stages/ Exchange Progression - <i>BMV/Investors</i>	01908 304578
Carly Wood	Assistant	New Matters/Initial Stages/ Exchange Progression - <i>BMV/Investors</i>	01908 304577
Chloe Bartington	Assistant	New Matters/Initial Stages/ Exchange Progression - <i>BMV/Investors</i>	01908 304576
Sarah Breheny	Assistant	Completions	01908 304580
Keira Brennan	Assistant	Completions	01908 304582
Atiyyah Younas	Assistant	Completions	01908 304585
Joseph Farrell	Assistant	Post Completion	01908 304584
Brad Paul	Assistant	Post Completion	01908 304586
Shahana Miah	Assistant	Post Completion	01908 304587
Kaylee Ludlow	Assistant	General/Admin	01908 304583

Switchboard – 01908 304560

Fax – 01908 304564

Email – conveyancing@neves-solicitors.co.uk

Web – www.neves-solicitors.co.uk

This email address will automatically email the entire department

Below Market Value Conveyancing - Overview

All conveyancing transactions present their own complexities and problems and “below market value” transactions are no different. Whilst speed is of the essence in many instances it is also important that we fully investigate the property, the surrounding area and the Seller’s circumstances in order to ensure that you (and your lender) are fully protected both now and in the future.

In order to assist you in understanding the actions that we take on your behalf we have set out information regarding searches, enquiries and potential pitfalls below. Remember that we act for you and your lender as your professional advisors and occasionally may need to prevent you from making a costly mistake.

We are often asked to institute searches immediately on notification of a new deal from you. We would strongly recommend against this course of action as without the contract paperwork it is not possible for us to identify potential problems which may need noting on the search request forms prior to submission nor to confirm that the plan we can download from the land registry (if the property is registered) is an accurate reflection of what the Seller is selling. If the searches are commissioned without the paperwork we may need to resubmit further searches once the paperwork arrives and at additional cost to you.

On receiving contract paperwork from the Sellers solicitors we apply for a bankruptcy search against the Seller’s name. If this shows bankruptcy entries against the Seller then we do not carry out further works without asking the Seller’s solicitors to confirm that the entries do not relate to their client and if they do, that the trustee in bankruptcy has consented to the sale. There is little point in proceeding with any other searches or enquiries until this has been resolved. The search result is instantaneous and we therefore know immediately whether or not we can proceed further.

Assuming the bankruptcy search is clear we will then carry out a full title check and raise appropriate enquiries with the Sellers solicitors. If the property is leasehold, new build or unregistered then we will raise considerably more detailed enquiries. We will also submit (on all transactions) local authority, environmental, water/drainage and chancel repair liability searches. We will submit coal mining, tin mining, brine, commons registration and/or clay searches where necessary for the area in which the property is situated. The majority of search results are returned within 5-10 working days and we will supply copies of the results to you.

It is sometimes not possible to delay exchange until search results (and in some cases mortgage offer) have been received. If we can then we will arrange to exchange contracts conditional on satisfactory search results (and/or mortgage offer). If an unconditional exchange is necessary then we will arrange search delay insurance on exchange so that should an adverse entry appear you will be able to make a claim.

A number of matters such as defects in the title, defects in the Lease and/or lack of documentation for alterations can be dealt with by indemnity insurance. This insurance will protect both you and your Lender and can be obtained almost immediately. However there are matters (such as the provision of leasehold information) which cannot be rectified with indemnity insurance and we will advise you as and when these arise.

It would be of great assistance at the outset of leasehold transactions if you could ensure that the Sellers solicitors receive monies on account from you. We would suggest that a payment of £150.00 be made as this will allow the Sellers solicitors to download the Lease from the Land Registry and apply for the required leasehold information without delay.

With new build transactions please ensure that you diarise any dates given to you by the developers in respect of exchange and completion and that your broker notifies your lender of any incentives being

offered. Further please note that most developers require a 10% deposit and you should make arrangements for this to be available as soon as we are ready to exchange.

With unregistered title no work can begin until the Sellers solicitors receive the title deeds and prepare an Epitome of Title to supply to us. There is no shortcut procedure on this and as mortgagees are reluctant to supply deeds when accounts are in arrears this can cause significant delay.

If time is of the essence to the transaction then we advise against purchasing as a company. The complexities of company financing do not fit in with the need for a fast turnaround transaction.

If purchasing at auction, please try to supply the legal pack to us prior to the auction so that we can advise you before you make a bid. This prevents you from purchasing properties with potentially insurmountable defects in title.

If you intend to purchase and simultaneously remortgage, please ensure that your mortgage broker has provided full details of this to the remortgage lender and that the lender will allow the transaction to take place in this way. Wherever possible please use a specialist Closed Bridge lender rather than a standard Bridge Lender to arrange the bridging. This significantly reduces delays and additional costs.

On all below market value transactions where you are obtaining mortgage finance we must arrange Transfer at Undervalue indemnity insurance to protect your lender. This insurance will pay out should the Seller be made bankrupt and the Trustee in Bankruptcy deem that the transaction should be void given the undervalue element. As the recipient of the undervalue we are not able to protect you in this way. We have recently negotiated a Transaction at Undervalue block policy with a leading indemnity insurer. This is available only to Neves clients and offers a significant saving on individual policy premiums.

Please bear in mind that on transactions where speed is paramount (such as a 48 hour exchange to prevent an eviction) our priority will be able to get all necessary work done to achieve that deadline rather than to communicate to you the work we are doing. We consider it most important to allocate our time to “getting the job done”.

Note that in almost all repossession cases an exchange is sufficient to stay proceedings. Very rarely does the matter have to complete in order to prevent an eviction. With this in mind a minimum of 5 working days should be given of a completion date so that we can carry out pre-completion searches, request mortgage funds and bridge lender funds (if required) and so that the Sellers solicitors can request redemption figures. Where a sub-prime lender is involved or the mortgage account is in arrears then redemption figures can take up to 10 working days to arrive and the Sellers solicitors cannot complete without these.

Always remember that a conveyancing transaction moves at the pace of the slowest link and therefore the Sellers choice of solicitor could have a huge impact on the achievability of your timescales and the progress of your transaction.

We trust that the above information assists you with your understanding of the transaction but if you do have further queries then please email us to discuss.

Below Market Value Action Sheet

	Actions – Neves	Actions – You
Prior to Agreeing a Deal	Issue Registration Pack to You	Register and supply us with all requested documents
Deal Agreed	Contact Sellers solicitors and request contract paperwork. Process your search payment. Instigate searches now and without papers if you have requested this service	Supply full details of transaction by email. Pay monies on account to cover searches by credit/debit card. NO ACTION WILL BE TAKEN BY US WITHOUT MONIES ON ACCOUNT FROM YOU. Contact broker to progress your financial arrangements
Throughout (from now)	Update milestones and notes on interactive system in order to keep you updated as and when things happen.	Check interactive system for updates (before ringing us to check). Contact Seller regularly to check their progress
Contract Paperwork Received from Sellers solicitors.	Searches, Enquiries, Send Approved Contract & Draft Transfer to Sellers Solicitors	Confirm to us any additional enquiries or searches which may be relevant dependant on your knowledge of property.
(If Leasehold)	Check Lease, request all necessary Leasehold Information. Report discrepancies in Lease to you and to your Lender	Make a payment directly to Sellers solicitors for Leasehold Information fees
Searches Results/Replies to Enquiries and Additional Information Received	Report to you regarding this information and make recommendations if further information is required.	Confirm to us if you note any problems arising from results or if you require us to make further enquiries
Mortgage Offer Received	If simultaneous remortgage then report this to the Lender – standard letter. On newbuild transactions report discounts/ incentives etc. Send all papers to you for signature	Return signed papers and confirm in writing your preferred exchange and completion dates together with confirmation as to final price
Signed papers received	Exchange assuming all other matters are resolved	Place your buildings insurance on risk as soon as exchange takes place.
Exchange	Request funds from Lender, Bridge Lender and You as appropriate. Instigate pre-completion searches.	Respond immediately to any enquiries raised by us regarding pre completion search results etc.
Completion	Confirm to you as and when this takes place. Send any surplus funds to you by CHAPS.	Confirm to us immediately if you experience difficulties in obtaining keys, possession etc.
Post Completion	Attend to Stamping, Registration and Deeds Scheduling formalities	

Client Information Sheet

Full Name (s)	
Correspondence Address (including postcode)	
Contact Numbers (include home, work and mobile)	
Email Address	
Interactive Password (this will give you access to our online tracking system)	
National Insurance Number (s)	
Other information: (such as if you are a Repossession Angel, Glenn Armstrong Mentee etc)	
How you did you hear about us?	
Financial Advisor/ Broker (include contact numbers/email address)	

Please complete the above form with as much detail as possible and return the completed form together with one copy of the Neves terms of business which should be signed and dated. If you have any difficulties please call Caroline or one of her team on 01908 847115 or email us on conveyancing@neves-solicitors.co.uk

Name: _____

Re: Various Conveyancing Matters

Please note below the basis on which we will carry out all the work necessary in your instructions.

People responsible for your work

As a partner in the firm Caroline Hume will have ultimate responsibility for the matter. We aim to offer all our clients an efficient and effective service and I am confident that we will do so in this case. However, should there be any aspect of our service with which you are unhappy and which we cannot resolve between ourselves you may raise the matter with the firm's Client Care Partner, Peter Kelly.

If you need to telephone, please ask to speak to Caroline Hume or one of her team.

We will try to avoid changing the people who handle your work but if this cannot be avoided, we will inform you who will be handling the matter.

Charges and expenses

Our legal charges are set out on the attached fee sheets.

We will inform you if any unforeseen extra work becomes necessary – for example, due to unexpected difficulties or if your requirements or the circumstances change significantly during the matter. We will also inform you in writing of the estimated cost of the extra work before incurring extra costs. If we cannot reach agreement with you on an amended charge, we will do no further work and charge you on an hourly basis for work to date.

We will make a charge for abortive work should your matter not proceed to completion. This charge will be proportionate to the amount of work carried out and to the stage at which the matter becomes abortive.

Bills

We will normally send you a bill for our charges and disbursements after exchange of contracts. Payment of the bill and all disbursements in cleared funds is due on completion unless otherwise agreed with Caroline Hume. In the event that our bill is not submitted for payment prior to completion payment is due within 28 days of its submission and interest will be charged on it at 3% per annum on a daily basis from the date when payment is due.

If sufficient funds are available on completion and we have sent you a bill, we will usually deduct our charges from the funds.

If you do not pay our bill on completion of the transaction, payment is due within 28 days of our sending you the bill. If you do not pay the bill within 28 days, we will charge interest on it at 3% above base rate of Lloyds Bank per year on a daily basis, from the date on which payment of our bill is due. Please note that you will also be responsible for any penalties and interest charges, which are incurred, due to your late payment of the bill.

If you have any query about the bill, you should contact Caroline Hume straight away.

Identification

Please see the attached requirements. We will require you to provide your identification documents at the outset of the matter and certainly prior to exchange of contracts.

Communication

Our preferred method of communication is email and we will communicate with you in this way if you have provided us with your email address. We also now have the facility to communicate with you by SMS text message. We shall presume that if you supply us with your mobile telephone number that you are happy to receive messages in this way. If this is not the case, please let us know.

From time to time we may wish to contact you with information which may be of relevance to you. We may contact you by post, email or SMS. If you do not wish to receive such information please tick this box .

Mortgage advances

Please note that it is the firm's policy wherever possible to request the transmission of the mortgage advance by telegraphic transfer to arrive 1 working day prior to the agreed completion date. This is to ensure that delays on the completion date are kept to a minimum. The majority of Lenders will charge interest on your mortgage from the date funds are released rather than the completion date. If you are concerned about this please contact Caroline Hume to discuss further.

Storage of papers and deeds

After completion of the transaction, we are entitled to keep all your papers and documents while money is owing to us. We will keep our file of papers (except for any of your papers which you ask to be returned to you) for no more than 6 years and on the understanding that we have your authority to destroy the file 6 years after sending you our final bill. We will not destroy documents you ask us to deposit in safe custody.

We do not normally make a charge for retrieving stored papers or deeds in response to continuing or new instructions to act for you. However, we reserve the right to make a charge based on the time we spend on reading papers, writing letters or other work necessary to comply with the instructions.

Termination

You may terminate your instructions to us in writing at any time. For example, you may decide you cannot give us clear or proper instructions on how to proceed, or you may lose confidence in our work.

We are entitled to keep all your papers and documents while money is owing to us.

We expect to receive instructions from your lenders to act on their behalf. If so, we will have to pass them information you give us that might be relevant to their decision whether to finance the purchase. If you tell us things that you do not want the lenders to know and they are relevant to the lenders, we may have to stop acting for the lenders and possibly also for you.

We will decide to stop acting for you only with good reason and on giving you reasonable notice.

If you or we decide that we will stop acting for you, you will pay our charges on an hourly basis together with any outstanding expenses.

Raising queries or concerns with us

We are confident that we will give you a high quality service in all respects. However, if you have any queries or concerns about our work for you, please take them up first with Caroline Hume. If that does not resolve the problem to your satisfaction or you would prefer not to speak to Caroline Hume, then please take it up this firm's client care partner who is Peter Kelly.

All firms of solicitors are obliged to attempt to resolve problems that clients may have with the service provided. It is therefore important that you immediately raise your concerns with us. We value you and would not wish to think you have any reason to be unhappy with us.

Conclusion

Your continuing instructions will amount to your acceptance of these terms of business, but please sign and date the enclosed copy and return it to us immediately. We are unable to act for you until we have received this.

This is an important document, which we would urge you to keep in a safe place for future reference.

Neves Copy – please sign, date and return to us



Name: _____

Re: Various Conveyancing Matters

Please note below the basis on which we will carry out all the work necessary in your instructions.

People responsible for your work

As a partner in the firm Caroline Hume will have ultimate responsibility for the matter. We aim to offer all our clients an efficient and effective service and I am confident that we will do so in this case. However, should there be any aspect of our service with which you are unhappy and which we cannot resolve between ourselves you may raise the matter with the firm's Client Care Partner, Peter Kelly.

If you need to telephone, please ask to speak to Caroline Hume or one of her team.

We will try to avoid changing the people who handle your work but if this cannot be avoided, we will inform you who will be handling the matter.

Charges and expenses

Our legal charges are set out on the attached fee sheets.

We will inform you if any unforeseen extra work becomes necessary – for example, due to unexpected difficulties or if your requirements or the circumstances change significantly during the matter. We will also inform you in writing of the estimated cost of the extra work before incurring extra costs. If we cannot reach agreement with you on an amended charge, we will do no further work and charge you on an hourly basis for work to date.

We will make a charge for abortive work should your matter not proceed to completion. This charge will be proportionate to the amount of work carried out and to the stage at which the matter becomes abortive.

Bills

We will normally send you a bill for our charges and disbursements after exchange of contracts. Payment of the bill and all disbursements in cleared funds is due on completion unless otherwise agreed with Caroline Hume. In the event that our bill is not submitted for payment prior to completion payment is due within 28 days of its submission and interest will be charged on it at 3% per annum on a daily basis from the date when payment is due.

If sufficient funds are available on completion and we have sent you a bill, we will usually deduct our charges from the funds.

If you do not pay our bill on completion of the transaction, payment is due within 28 days of our sending you the bill. If you do not pay the bill within 28 days, we will charge interest on it at 3% above base rate of Lloyds Bank per year on a daily basis, from the date on which payment of our bill is due. Please note that you will also be responsible for any penalties and interest charges, which are incurred, due to your late payment of the bill.

If you have any query about the bill, you should contact Caroline Hume straight away.

Identification

Please see the attached requirements. We will require you to provide your identification documents at the outset of the matter and certainly prior to exchange of contracts.

Communication

Our preferred method of communication is email and we will communicate with you in this way if you have provided us with your email address. We also now have the facility to communicate with you by SMS text message. We shall presume that if you supply us with your mobile telephone number that you are happy to receive messages in this way. If this is not the case, please let us know.

From time to time we may wish to contact you with information which may be of relevance to you. We may contact you by post, email or SMS. If you do not wish to receive such information please tick this box .

Mortgage advances

Please note that it is the firm’s policy wherever possible to request the transmission of the mortgage advance by telegraphic transfer to arrive 1 working day prior to the agreed completion date. This is to ensure that delays on the completion date are kept to a minimum. The majority of Lenders will charge interest on your mortgage from the date funds are released rather than the completion date. If you are concerned about this please contact Caroline Hume to discuss further.

Storage of papers and deeds

After completion of the transaction, we are entitled to keep all your papers and documents while money is owing to us. We will keep our file of papers (except for any of your papers which you ask to be returned to you) for no more than 6 years and on the understanding that we have your authority to destroy the file 6 years after sending you our final bill. We will not destroy documents you ask us to deposit in safe custody.

We do not normally make a charge for retrieving stored papers or deeds in response to continuing or new instructions to act for you. However, we reserve the right to make a charge based on the time we spend on reading papers, writing letters or other work necessary to comply with the instructions.

Termination

You may terminate your instructions to us in writing at any time. For example, you may decide you cannot give us clear or proper instructions on how to proceed, or you may lose confidence in our work.

We are entitled to keep all your papers and documents while money is owing to us.

We expect to receive instructions from your lenders to act on their behalf. If so, we will have to pass them information you give us that might be relevant to their decision whether to finance the purchase. If you tell us things that you do not want the lenders to know and they are relevant to the lenders, we may have to stop acting for the lenders and possibly also for you.

We will decide to stop acting for you only with good reason and on giving you reasonable notice.

If you or we decide that we will stop acting for you, you will pay our charges on an hourly basis together with any outstanding expenses.

Raising queries or concerns with us

We are confident that we will give you a high quality service in all respects. However, if you have any queries or concerns about our work for you, please take them up first with Caroline Hume. If that does not resolve the problem to your satisfaction or you would prefer not to speak to Caroline Hume, then please take it up this firm’s client care partner who is Peter Kelly.

All firms of solicitors are obliged to attempt to resolve problems that clients may have with the service provided. It is therefore important that you immediately raise your concerns with us. We value you and would not wish to think you have any reason to be unhappy with us.

Conclusion

Your continuing instructions will amount to your acceptance of these terms of business, but please sign and date the enclosed copy and return it to us immediately. We are unable to act for you until we have received this.

This is an important document, which we would urge you to keep in a safe place for future reference.

All parties to sign below: -

Signed:	Dated:
Signed:	Dated:
Signed:	Dated:
Signed:	Dated:

Neves Fees
Purchases (inc Simultaneous Remortgages)

Price Range	Freehold Registered	Leasehold/NewBuild/Unregistered
	Fee + VAT	Fee + VAT
0 – 250K	600 + 105.00	700 + 122.50
250 – 500K	650 + 113.75	750 + 131.25
500K – 1M	750 + 131.25	850 + 148.75
1M +	POA	POA

We require a payment of £300.00 on account at the start of each transaction to allow us to order searches. Searches will not be ordered until payment is made.

If an exchange is required within 5 days of us receiving paperwork then an additional expedition fee of £293.75 (inc VAT) will be charged. This “fast exchange” fee will be charged even if exchange does not take place within this timescale due to matters outwith our control. When requesting the “fast exchange service” you will be asked to make a further payment of £293.75 at the outset to cover this additional charge.

If you require us to initiate searches before receiving contract paperwork then an additional fee of £17.63 (inc VAT) will be charged. Again you will be asked to make this payment at the outset.

Bank Transfer Fees are charged at £35.25 (inc VAT) each.

All disbursements (searches, stamp duty, land registration fees etc) are charged separately and in addition to the fees outlined above.

On all purchases we will carry out the following essential searches -

- Local Authority Search
- Environmental Search
- Chancel Repair Liability Search
- Drainage/Water Search
- Bankruptcy Search on Seller

Dependant on area we may also need to do additional searches such as: -

- Coal Mining Search
- Tin Mining Search
- Clay Mining Search
- Commons Registration Search

Pre completion searches (land registry & bankruptcy searches on you) are charged at £15 + VAT. These are carried out immediately prior to completion.

Auction purchases will be charged at the rates above assuming the purchase proceeds to completion. If we review the Auction pack and you do not proceed or are not successful at Auction then a charge of £117.50 (inc VAT) will be made for the abortive work. A payment for this amount will be taken from you before we review the papers.

Neves Fees
Sales

Price Range	Freehold Registered	Leasehold/Unregistered/Newbuild
	Fee + VAT	Fee + VAT
0 – 250K	600 + 105.00	700 + 122.50
250 – 500K	650 + 113.75	750 + 131.25
500K – 1M	750 + 131.25	850 + 148.75
1M +	POA	POA

If an exchange is required within 5 days of us receiving instructions from you then an additional expedition fee of £293.75 (inc VAT) will be charged.

The preparation of Auction Packs will be charged at the rates above assuming the sale proceeds to completion. If the property does not sell at Auction then a charge of £352.50 (inc VAT) will be made for the abortive work.

Bank Transfer Fees are charged at £35.25 (inc VAT)

Office Copy Entries are charged at £17.63 (inc VAT).

On Leasehold properties we need to obtain both Leasehold and Freehold entries and so this will be charged at £35.25 (inc VAT)

Office Copy Leases are charged at £29.38 (inc VAT)

On Leasehold properties, please note that Landlords and Management Companies charge a fee to supply “leasehold information”. This is an essential part of the transaction and cannot be avoided. We will notify you of their fees as soon as we have the information. We will ask you to make a payment for the fees before we can pay for the information. It can sometimes be the case that the less information we need to get from them the lower their fee. We therefore recommend that you supply us with any information you hold such as service charge receipts, ground rent receipts, service charge accounts and correspondence at the outset.

Neves Fees
Remortgages & Transfers

Price Range	Freehold Registered	Leasehold/ Unregistered
	Fee + VAT	Fee + VAT
0 – 250K	400 + 70.00	450 + 78.75
250 – 500K	500 + 87.50	600 + 105.00
500K – 1M	550 + 96.25	650 + 113.75
1M +	POA	POA

All disbursements (searches, stamp duty, land registration fees etc) are charged separately and in addition to the fees above.

If a Transfer of Equity is also taking place then an additional charge of £58.75 (inc VAT) will be made. If there is a gift element to the Transfer then a Statutory Declaration will be required from the Donor

Bank Transfer Fees are charged at £35.25 (inc VAT)

Office Copy Entries are charged at £17.63 (inc VAT).

On Leasehold properties we need to obtain both Leasehold and Freehold entries and so this will be charged at £35.25 (inc VAT)

Office Copy Leases are charged at £29.38 (inc VAT)

On Leasehold properties, please note that Landlords and Management Companies charge a fee to supply “leasehold information”. This is an essential part of the transaction and cannot be avoided. We will notify you of their fees as soon as we have the information. We will ask you to make a payment for the fees before we can pay for the information. It can sometimes be the case that the less information we need to get from them the lower their fee. We therefore recommend that you supply us with any information you hold such as service charge receipts, ground rent receipts, service charge accounts, buildings insurance details and correspondence at the outset.

On all remortgages we will carry out the following searches (unless your Lender will accept insurance): -

- Local Authority Search
- Chancel Repair Liability Search

Dependant on area we may also need to do additional searches such as: -

- Coal Mining Search
- Tin Mining Search
- Clay Mining Search

Pre completion searches (land registry & bankruptcy searches on you) are charged at £15 + VAT. These are carried out immediately prior to completion of the remortgage.

Identity Requirements (Individuals)

Please note that under the terms of the new Money Laundering Regulations we are required to see suitable evidence of identification. We must see two separate forms of identification 1 which confirms your identity and 1 which confirms your current address. Please see the lists below as to what constitutes suitable evidence: -

Identity

- Current Passport
- Current full UK driving licence (if photocard then both parts)
- Police/ Prison service/ Armed Forces identity card
- Home Office Residence permit
- Cheque guarantee card, credit or debit card with photo (if no photo then an original account statement no more than 3 months old will also be required)
- Benefit book
- National Insurance card with P60 or a payslip which is no more than 3 months old and shows NI number/ name
- HM Customs & Excise card

Address

- Full UK/EU driving licence (if photocard then both parts)
- Vehicle registration document
- TV licence renewal document
- Utility bill (no more than 3 months old)
- Bank, building society, post office account statement (no more than 3 months old)
- Mortgage statement for current year
- Benefit book
- Certificate of House Insurance for current year
- Council Tax bill/ payment book for current year
- Tenancy agreement

The same document may not be used for both. You must supply us with the original documents and we will make copies and return the original documents to you. Certified copies of documents (certified by another solicitor) are acceptable if you are unable to supply the originals. Please note that a change of name must be supported with documentary evidence such as a marriage certificate.

If you have any difficulties please call Caroline or one of her team on 01908 847115 or email us on conveyancing@neves-solicitors.co.uk.

Identity Requirements (Companies)

Please note that under the terms of the new Money Laundering Regulations we are required to see suitable evidence of identification. Please see the lists below as to what we require: -

Identity

- Memorandum &
- Articles of Association &
- Certificate of Incorporation

Address

- Utility bill (no more than 3 months old) or
- Bank, building society, post office account statement (no more than 3 months old)

The same document may not be used for both. You must supply us with the original documents and we will make copies and return the original documents to you. Certified copies of documents (certified by another solicitor) are acceptable if you are unable to supply the originals. Please note that a change of name must be supported with documentary evidence such as a marriage certificate.

In addition to Identification documents for the Company, we also need to see personal Identification documents for the major shareholders and Company Directors. Please refer to the enclosed Identity Requirements (Individuals) sheet for details.

If you have any difficulties please call Caroline or one of her team on 01908 847115 or email us on conveyancing@neves-solicitors.co.uk.

New Transaction Instruction Form

Client Name:			
Property Address:			
Property Type: <small>(please circle)</small>	Freehold	Leasehold	
Purchase Price: <small>(if not yet agreed please give approximate figure)</small>			
Vendors:			
Vendors' Solicitors:			
Bridge Lender Name & Contact Details:			
Agreed Bridging Fee:			
Paying Vendors' costs <small>(if this is limited please confirm maximum amount)</small>	Yes	No	Max:
Additional Information: <small>(please note any exchange deadlines, repossession dates, other matters)</small>			
Monies on account:	<p>I hereby authorise Neves Solicitors to take a payment of £250.00 on account from my debit/credit card <small>(details attached/ supplied previously)</small></p> <p>Signed: _____</p>		

Card Payments Authority

Date:	
Fee-earner number:	94
Matter reference:	
Name of Client:	
Name of Cardholder:	
Card number:	
Type of Card:	
Issue number: <i>(if Switch card)</i>	
Expiry date:	
Valid from date:	
Amount:	
Security number: <i>(shown on the signature strip on the reverse of the card)</i>	
Post code of Cardholder:	
House number of Cardholder:	

I hereby authorise the firm of Neves to take a payment from my debit/credit card as above.

Further I authorise Neves to retain my card details on file to utilise for future transactions. I understand that no further payments will be taken without further authority from me.

Signed:	Dated:
---------	--------



Bank Details

NEVES Client Account

Barclays Bank plc

28 George Street Luton

Sort Code: 20 53 30

Account No: 33197662

Ref: CH/Client Name

Please call/email us and when you transfer monies
so we can notify our accounts dept and ensure correct allocation of funds



Property Investment – Your Complete Legal Solution

The Service

At Neves Solicitors we offer our property investor clients specialist advice in respect of all aspects of the property investment process to include: -

- ✓ A fast and efficient conveyancing service dealing with all types of property (freehold/leasehold, registered/unregistered; residential/commercial) and all types of transaction (standard sale/purchase/remortgage, purchase/sale to prevent repossession; below market value transactions and simultaneous remortgages);
- ✓ A commercial drafting service dealing with all manner of commercial agreements including partnerships agreements, financing arrangements, option agreements and management contracts;
- ✓ A tax planning service offering advice on the most tax efficient ways of purchasing, owning and selling investment property.
- ✓ A litigation service dealing with tenant non-payment, recovery of arrears and eviction.

The Team

Caroline Hume, a solicitor with 10 years residential conveyancing experience. Caroline heads a friendly and effective team who are committed to delivering a conveyancing service tailored to meet the requirements of the busy property investor. All of her clients are given the ability **to track their cases online** to ensure that they are fully updated in “real time” of developments and progress on that case. See our website www.neves-solicitors.co.uk for more information on the online service or contact Caroline and her team on conveyancing@neves-solicitors.co.uk

Stewart Matthews, a solicitor with 8 years commercial experience. Stewart carries out commercial drafting and is able to supply all the legal agreements required to set up and manage a successful property investment business. Stewart also carries out conveyancing work for commercial properties and can therefore assist if you wish to diversify into this area.
smatthews@neves-solicitors.co.uk

Louise Tyrrell, a solicitor with 7 years experience. Louise can advise on Estate Planning including inheritance tax efficient wills, tax efficient property ownership and trust deeds to protect diverse and varied interests in the property. She will liaise with your other professional advisors where necessary to ensure that your affairs are correctly arranged both in life and in the event of your death.
ltyrrell@neves-solicitors.co.uk

Peter Kelly, a solicitor with 20 years of litigation experience. Peter can offer advice and assistance on property/tenancy disputes; contractual disputes; civil litigation (including debt recovery and partnership disputes) and on all aspects of employment law.
pkelly@neves-solicitors.co.uk

www.neves-solicitors.co.uk