

Sale of Your Property

April 2015

| Event | Service | Cost (inclusive of VAT) | What it includes / Notes |
|--|---|----------------------------|--|
| Sale of Your Property <i>England & Wales only</i> <i>(some leases and transfers include additional legal requirements on the sale of your property)</i> | Standard Information Pack | £318.00 | <ul style="list-style-type: none"> Statement of account Building insurance summary 3 years' audited service charge accounts Estimate of annual service charge Details of any major works Details of any breaches of covenants Information sheet for the purchaser's solicitors on how to register their client Letter giving guidance <p>Our standard turnaround is 8 working days but we always seek to improve on this where we can.</p> |
| | Standard Information Pack, plus Solicitor's Additional Questions/Enquiry Form | £468.00 | <p>All of the above, plus:</p> <ul style="list-style-type: none"> Detailed responses to up to 10 additional questions <p>Our standard turnaround is 8 working days but we always seek to improve on this where we can.</p> |
| | Solicitor's Additional Questions | £150.00 | <ul style="list-style-type: none"> Detailed responses to up to 10 additional questions |
| | Additional questions | £48.00 per item | <ul style="list-style-type: none"> To provide additional information to respond to questions |
| | Expedition Service | £60.00 (additional charge) | <p>If your conveyancing is already well advanced and you require an urgent response, we can offer a 2 working day 'expedition' service for an additional charge to our standard service.</p> <p>As we rely on other parties to provide some of the documents we will confirm whether we can offer our 'expedition' service for your property.</p> <p>For more information where your development is managed by FirstPort Property Services or FirstPort Bespoke Property Services, please call us on 01582 798170</p> <p>For retirement properties, managed by FirstPort Retirement Property Services, please call us on 0333 321 4081</p> |

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| | Buildings Insurance Summary | £47.00 | <i>N.B. This fee is only charged if requested separately, as this is included with the Standard information pack.</i> |
| | Copy of audited accounts | £48.00 | <ul style="list-style-type: none"> • Copy of the audited accounts for the development for a financial year. • <i>N.B. this fee is only charged if requested separately, as this is included in the Standard Information pack above.</i> • If you are an existing FirstPort customer, you can also obtain a copy free of charge via our website FirstPort.co.uk if you have registered for an online account. |
| | Copy of Lease | £76.00 | <ul style="list-style-type: none"> • Provide a copy of your lease • <i>N.B. the original is normally contained within your deeds. If you need to obtain a copy we normally refer customers to the Land Registry in the first instance, who can supply copies direct.</i> |
| Sale of Your Property <i>England & Wales only</i> <i>(some leases and transfers include additional legal requirements on the sale of your property)</i> | Replacement Information Pack | £134.00 | <ul style="list-style-type: none"> • To provide a replacement pack where the original has been lost. |
| | Retirement developments - Purchaser Information Guide | £48.00 | <ul style="list-style-type: none"> • Provision of our standard 40 page explanatory guide, if requested by a purchaser • <i>N.B. This is a generic guide with helpful information on all aspects on independent retirement living including service charges, ground rent, exit fees and other financial commitments you will want to know before your purchase your home. It doesn't contain any specific details for your property or development.</i> |

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| | Updates To an Existing Information Pack | £48.00 | <p>For example:</p> <ul style="list-style-type: none"> • Building insurance summary • Budget for the Development • Accounts for the Development (can be requested annually) • Lift Contract • Fire Risk Assessment • Asbestos Report |
| <p>Sale of Your Property <i>England & Wales only.</i></p> <p><i>(some leases and transfers include additional legal requirements on the sale of your property)</i></p> | Licence To Assign | £614.00 | <ul style="list-style-type: none"> • To obtain a licence from your landlord and/or management company to assign (i.e. transfer) your lease or transfer to a new purchaser. • This includes: <ul style="list-style-type: none"> - Consideration of your application - Consultation and liaison with your landlord and/or management company - Grant of the licence to assign |
| | Deferred Reserve | <i>(Varies)</i> | <ul style="list-style-type: none"> • Some leases may also require a percentage of the sale price (typically 1%) to be paid into the reserve/contingency fund for the development as a whole • <i>N.B. Where this applies, the percentage will be set out in your title document and is a percentage of the sale price.</i> |
| | Transfer Fee (also known as 'Exit Fee') | <i>(Varies)</i> | <ul style="list-style-type: none"> • Some title documents require payment of a fee (typically 1%) to your landlord on sale or letting of your property, which we are required to collect on their behalf. • <i>N.B. Your title document will clearly set out if this applies and what the fee is. Please note that FirstPort does not set these charges or benefit from them in any way.</i> |

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Our Property Transfer teams will be happy to help you or your Solicitor if you have any queries or need clarification on these charges. For retirement developments managed by FirstPort Retirement Property Services we have a specialist team who can help with information on all aspects on independent retirement living.



For **FirstPort Property Services** or **FirstPort Bespoke Property Services** please get in touch with our Property Transfer specialists who deal with enquiries for general residential properties in England and Wales.

Email: solicitorhelp@FirstPort.co.uk
Phone: **01582 798170**



For **FirstPort Retirement Property Services** in England and Wales please get in touch with our Property Transfer specialists who deal with enquiries for retirement properties.

Email: retirementpropertytransfer@FirstPort.co.uk
Phone: **0333 321 4081***

* Calls to 03 numbers cost no more than a national rate call to an 01 or 02 number and count towards any inclusive minutes in the same way as 01 and 02 calls. This applies when you call from any type of line including mobile, BT, other fixed line or payphone.