



FEE SCALE – COMMERCIAL CONVEYANCING – SINCLAIRS

The professional fees that will apply to your purchase/sale will be as follows. Our fees cover all of the work required to complete the purchase of the property, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

On each transaction, the fees you will pay will be a combination of the professional fees set out below, the petty costs set out on page 2, and in the case of a purchase, Stamp Duty Land Tax. The costs set out below are an estimate and should the transaction become more protracted and complex, we will of course inform you before incurring costs.

Price (Sale and Purchase)	Fee
Minimum fee	£1,000 plus VAT
£ 350,000 - £ 1,500,000	0.3 per cent plus VAT
£1,500,000 - £2,000,000	Fixed Fee £3,750 plus VAT
£2,000,000 - £5,000,000	0.2 per cent plus VAT
£5,000,000 - £10,000,000	Fixed fee of £12,000 plus VAT

Leases

As per the above scale, with the “price” calculated by multiplying the term by the rent. Ancillary documents (notably licences for alteration rent deposit deeds.) each to be charged at £375 plus VAT in addition to the fee scale above.

Notes

1. Short-term lease or licence: The higher of lease scale fee and £750 plus VAT
2. Deed of Surrender: The higher of scale fee (where a premium is to be paid) and £750 plus VAT
3. Stand-alone Licence for Alterations, Underletting or Assignment - £1,000 plus VAT.

These costs are usually paid by the tenant
4. Lease by reference to an existing lease (renewal lease): 50% of the fee as calculated above
5. Agreement for Lease: The above fee scale multiplied by 1.25.
6. Fee for service of a Section 25 Notice and triggering a break notice: £350 plus VAT
7. Fee for Schedule of Dilapidations: £400 plus VAT (but usually payable by the tenant). Interim Schedule with a Section 146 Notice - £500.

2.

Petty Costs and disbursements

Typically, Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. The following *petty costs and disbursements* will apply to your purchase/sale:

Telegraphic transfer fee	£	25.00 per transfer
VAT	£	5.00
Faster Payment fee	£	10.00 per transfer
VAT	£	2.00
AML Search fee	£	10.00 per client
VAT	£	2.00
Pre-Completion Searches (purchase only)		We will need to carry out pre-completion searches including bankruptcy searches. The pre-completion property searches are charged at £3 each. Bankruptcy searches are carried out at the Land Registry and the cost is £2 per name searched.
Searches (purchase only)		These costs depend on the particular property, local authority in question and the requirements of any particular lender. Commercial Searches are generally much more expensive than residential services. The costs are in the region of £600-£800
Land Registry Fees (purchase only)		These costs vary according to the purchase price and whether or not a new lease is involved. Details can be found at https://www.gov.uk/guidance/hm-land-registry-registration-services-fees

Stamp Duty or Land Tax (purchase only)

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website

Our fees are subject to review on 1 January each year.