



## **CH Hausmann & Co. Costs Information**

**Last updated 4 December 2018**

Please be advised that the costs information provided in respect of some of our services are estimates for a standard case for indicative purposes only and are not binding quotes. Please contact us to discuss your needs and for a case specific estimate.

Please note that our costs information is updated from time to time. Please contact us for the most up to date information on costs.

It is very difficult for us to provide an indication of costs for each and every scenario which we may deal with, for example, pre-empting unusual complexities or in the event that you as the client may choose not to follow our advice as well as urgency and timescales. When an unforeseen complexity arises or where the way in which you the client asks us to proceed means additional work, we will endeavour to inform you, the client, of this and provide a revised costs information.

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. It is difficult to foresee every single disbursement that could arise during the matter. The disbursements vary from matter to matter and can on occasion be significantly more than the ranges given. We can give you a more accurate figure once we know the specifics of your matter.

## **Fee Earner Details**

**Last updated 4 December 2018**

### **Gordon Hausmann – Senior Partner**

Gordon founded CH Hausmann & Co in 1981.

Gordon qualified in 1977 and has a vast wealth of experience specialising in estate planning, drafting settlements and acting as trustee and administrator of various trusts in different jurisdictions and officer of various International Corporations and Trust Companies; dealing with International Corporate, Trust, and Banking Law, representing various Israeli Banks corporate and public clients and Government Institutions; founder of the IUSFUL group of law firms based in Central Europe. Members of Boards of various listed companies in Israel, USA and London and act as Trustee and Adviser of numerous Charities in Israel and England, and Trusts based in England and elsewhere.

### **Alexander Trager-Lewis – Managing Partner**

Alex is managing partner and has advised hundreds of businesses and individuals in numerous areas of law, including commercial matters, Company law, employment matters, litigation, tax and trust law, international trade, intellectual property and debt recovery since he qualified in 2004.

Alex joined the firm in 2004 and became a partner in 2008. Alex speaks fluently in English, French and Hebrew.

### **Benjamin Gettings – Partner**

Ben is the head of our Property Department and has advised hundreds of businesses and individuals in all matters of property work since he qualified in 2006.

Ben joined our firm in 2007 and became a partner in 2016.

### **Rejo Doal - Senior Associate**

Rejo specialises in representing both businesses and individuals in company and commercial matters. Rejo has particular experience in business sales and acquisitions, company formations, company administration and management, commercial agreements and shareholder agreements.

Rejo also deals with debt recovery and litigation matters and assists other fee earners with property matters from time to time.

Rejo qualified as solicitor in 2010, after training with a multi-office regional firm in Hertfordshire. Rejo joined CH Hausmann & Co. in 2012.

#### **Liora Wolff Izhari – Consultant Solicitor**

Liora joined the firm as a trainee in 2007 and qualified as a solicitor in 2009. Currently she is working as a consultant solicitor at the firm and advises on numerous areas of law including, immigration matters, commercial matters and intellectual property. She speaks fluently English, German and Hebrew.

#### **Katie Lightfoot – Consultant Solicitor**

Katie qualified in 2011 and has specialised in Private Client work since that time, including advising on Wills, Trusts, Powers of Attorney and the Administration of deceased's estates. She is a qualified Trusts and Estates Practitioner T.E.P and also an associate member of Solicitors for the Elderly.

#### **Georgiana Delorme – Consultant Solicitor**

Georgiana Delorme is a consultant solicitor specialising in employment law. She qualified in 2007 and has advised a significant number of clients during this time on a wide range of employment law matters.

#### **Annabel Burt – Trainee Solicitor**

Annabel has a degree in Law from the University of Sussex and completed the Legal Practice Course at the University of Law in 2015. Annabel began her training contract with us in June 2018 and will work in all departments including commercial, conveyancing, employment, private client, immigration and litigation.

#### **Ella (Greenstein) McKenzie – Trainee Solicitor**

Ella has a degree in Religion from University of Rochester in New York State and a Master's degree in History of Art from the School of Oriental and African Studies. Ella has also completed the Graduate Diploma in Law and the Legal Practice Course at BPP. Ella began her training contract with us in October 2018 and will work in all our departments, including conveyancing, employment, private client, immigration and litigation teams.

## Purchase of a Residential Property

**Last updated 4 December 2018**

Our fees in respect of a purchase of a residential property are typically between 0.75% and 1.25% of the purchase price of the property you are purchasing depending on the nature and complexity of the transaction plus VAT and disbursements.

Our fees cover all of the work\* required to complete the purchase of your new home, 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.

\* Our fees assume that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion, or the property or part of the property is unregistered, or building regulations or planning permission has not been obtained, or the preparation of additional documents ancillary to the main transaction
- b. the transaction is not unduly time consuming, is concluded in a timely manner and no unforeseen complications arise
- c. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- d. in the case of the purchase of a leasehold property that it is the assignment of an existing lease and is not the grant of a new lease and a lease extension is not required. Additional charges would apply in such situations.
- e. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Any of the above factors would typically increase the cost of the service.

### **Disbursements\*\***

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.

It is difficult to foresee every single disbursement that could arise during the conveyancing process. A typical residential purchase will usually involve the following disbursements:

### **Local Authority Search**

This is a set of standard enquiries raised with the local authority council and will reveal, amongst other things, any planning permissions and building regulations consent for work undertaken on the property. The search is only in respect of the property itself and would not reveal proposals to develop or extend neighbouring land or property.

The cost of the local authority search varies from local authority to local authority can typically range from £150 - £300 plus VAT.

### **Water & Drainage Search**

This search checks whether the property is connected to mains water and drainage. The cost of this search is typically £65.40 plus VAT.

### **Environment Search**

This search outlines if there is any contamination in close proximity to the property. The cost of this search is typically £53.40 plus VAT.

### **Chancel Repair Liability Search**

This search checks whether there is the legal obligation on the property owner to contribute towards the cost of repairs to the local parish church which can be very expensive. Typically, the cost of this search is £25.80 plus VAT.

### **Bankruptcy Search**

As part of your mortgage offer (if applicable) your lender will require that this search is carried out to confirm whether you have been declared bankrupt. The cost of this search is £2 per name.

### **Land Registry Priority Search**

A priority search is used to protect a transaction and prevents registration at the Land Registry of an adverse interest for 30 business days to allow the applicant to lodge the protected application. The cost of this search is £3.

### **Bank Transfer fee**

Where funds are sent electronically a bank transfer fee of £17.00 plus VAT per transfer is applicable.

### **Other local searches**

Depending on the location of the property, some further searches may be required, particularly if there has been a history of mining in the area. The cost of the searches depend on the location of the property and the type of search being carried out. Typically these searches cost between £40 - £250 plus VAT.

### **Indemnity policies**

During the conveyancing process an issue with the property, for example a potential liability or defect in the title to the property may arise and an indemnity policy may be taken out to protect you and/or your lender (if applicable) against such liability or defect.

The cost of an indemnity policy is linked to the purchase price and details of the cost will be provided should such a policy become necessary.

### **Leasehold Property disbursements**

The disbursements which we anticipate will apply in the case of a purchase of a leasehold property are set out separately below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £75 - £150 plus VAT.
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £75 - £150 plus VAT.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £75 - £150 plus VAT.
- Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £75 - £150 plus VAT.

\*\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

You should also be aware that ground rent and service charge are likely to apply throughout your ownership of the property. We will confirm the ground rent and the anticipated service charge as soon as this we receive this information.

## Land Registry fee

Value or amount	Apply by post	Apply using the portal or Business Gateway, for transfers or surrenders which affect the whole of a registered title	Apply using the portal or Business Gateway, for registration of all leases and transfers or surrenders which affect part of a registered title	Voluntary first registration (reduced fee)
0 to £80,000	£40	£20	£40	£30
£80,001 to £100,000	£80	£40	£80	£60
£100,001 to £200,000	£190	£95	£190	£140
£200,001 to £500,000	£270	£135	£270	£200
£500,001 to £1,000,000	£540	£270	£540	£400
£1,000,001 and over	£910	£455	£910	£680

## Stamp Duty or Land Tax

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 here.](#)

## **How long will my house purchase take?**

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. The average process takes between 10 - 12 weeks.

It can be quicker or slower, depending on the circumstances of the transaction and the parties in the chain.

However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer. In such a situation additional charges would apply.

## **Stages of the process**

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer with you
- Send final contract to you for signature
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry



# Sale of a Residential Property

Last updated 4 December 2018

Our fees in respect of a purchase of a residential property are typically between 0.50% and 0.75% of the purchase price of the property you are purchasing depending on the nature and complexity of the transaction plus VAT and disbursements.

Our fees cover all of the work\* required to complete the sale of your property.

\* Our fees assume that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion, or the property or part of the property is unregistered, or building regulations or planning permission has not been obtained, or the preparation of additional documents ancillary to the main transaction
- b. the transaction is not unduly time consuming, is concluded in a timely manner and no unforeseen complications arise
- c. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- d. in the case of the sale of a leasehold property that it is the assignment of an existing lease that does not require the landlord's consent to assign, and a lease extension is not required. Additional charges would apply in such situations.
- e. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Any of the above factors would typically increase the cost of the service.

## Disbursements\*\*

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.

It is difficult to foresee every single disbursement that could arise during the conveyancing process. A typical residential sale will usually involve the following disbursements:

### Land Registry Title documents

These are title documents which confirm that the seller is the legal owner of the property being sold. There may be a number of documents which make up the title. The cost of obtaining copies from the Land Registry is £3 per document.

### **Bank Transfer fee**

Where funds are sent electronically a bank transfer fee of £17.00 plus VAT per transfer is applicable.

### **Leasehold Information Pack**

If you are selling a leasehold property an information pack typically prepared by the managing agents of the building is required. The cost of the pack varies from managing agent to managing agent. Often the cost is between £150 - £300 plus VAT.

### **How long will my house sale take?**

How long it will take from an offer being accepted until completion takes place will depend on a number of factors. The average process takes between 10 - 12 weeks.

It can be quicker or slower, depending on the circumstances of the transaction and the parties in the chain.

However, if you are selling a leasehold property that requires an extension of the lease, this can take significantly longer. In such a situation additional charges would apply.

### **Stages of the process**

The precise stages involved in the sale of a residential property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:

- Take your instructions and give you initial advice
- Contact your lender to obtain a redemption statement if needed
- Prepare contract documents
- Reply to any necessary enquiries of buyer's solicitor
- Obtain further planning documentation if required
- Send final contract to you for signature
- Agree completion date (date from which you cease to own the property)
- Exchange contracts and notify you that this has happened
- Complete sale
- Arrange for mortgage to be redeemed if applicable
- Send sale proceeds to you

# Mortgages and Re-mortgages

**Last updated 4 December 2018**

Our fees in respect of a mortgage and re-mortgage of a residential property are typically between 0.50% and 0.75% of the amount of the new mortgage to be secured against your property depending on the nature and complexity of the transaction plus VAT and disbursements.

Our fees cover all of the work\* required to complete the mortgage/re-mortgage of your property, including dealing with registration at the Land Registry.

\* Our fees assume that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion, or the property or part of the property is unregistered, or building regulations or planning permission has not been obtained, or the preparation of additional documents ancillary to the main transaction
- b. the transaction is not unduly time consuming, is concluded in a timely manner and no unforeseen complications arise
- c. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- d. in the case of the purchase of a leasehold property that a lease extension is not required. Additional charges would apply in such situations.
- e. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Any of the above factors would typically increase the cost of the service.

## **Disbursements\*\***

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.

It is difficult to foresee every single disbursement that could arise during the conveyancing process. A typical residential sale will usually involve the following disbursements:

## **Land Registry Title documents**

These are title documents which confirm that the seller is the legal owner of the property being sold. There may be a number of documents which make up the title. The cost of obtaining copies from the Land Registry is £3 per document.

### **Bank Transfer fee**

Where funds are sent electronically a bank transfer fee of £17.00 plus VAT per transfer is applicable.

### **Local Authority Search**

This is a set of standard enquiries raised with the local authority council and will reveal, amongst other things, any planning permissions and building regulations consent for work undertaken on the property. The search is only in respect of the property itself and would not reveal proposals to develop or extend neighbouring land or property.

The cost of the local authority search varies from local authority to local authority can typically range from £150 - £300 plus VAT.

### **Water & Drainage Search**

This search checks whether the property is connected to mains water and drainage. The cost of this search is typically £65.40 plus VAT.

### **Environment Search**

This search outlines if there is any contamination in close proximity to the property. The cost of this search is typically £53.40 plus VAT.

### **Chancel Repair Liability Search**

This search checks whether there is the legal obligation on the property owner to contribute towards the cost of repairs to the local parish church which can be very expensive. Typically, the cost of this search is £25.80 plus VAT.

### **Bankruptcy Search**

As part of your mortgage offer (if applicable) your lender will require that this search is carried out to confirm whether you have been declared bankrupt. The cost of this search is £2 per name.

### **Land Registry Priority Search**

A priority search is used to protect a transaction and prevents registration at the Land Registry of an adverse interest for 30 business days to allow the applicant to lodge the protected application. The cost of this search is £3.

## Other local searches

Depending on the location of the property, some further searches may be required, particularly if there has been a history of mining in the area. The cost of the searches depend on the location of the property and the type of search being carried out. Typically these searches cost between £40 - £250 plus VAT.

## Indemnity policies

During the conveyancing process an issue with the property, for example a potential liability or defect in the title to the property may arise and an indemnity policy may be taken out to protect you and/or your lender (if applicable) against such liability or defect.

The cost of an indemnity policy is linked to the purchase price and details of the cost will be provided should such a policy become necessary.

## Leasehold Property disbursements

The disbursements which we anticipate will apply in the case of a purchase of a leasehold property are set out separately below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

- **Notice of Transfer fee** – This fee if chargeable is set out in the lease. Often the fee is between £75 - £150 plus VAT.
- **Notice of Charge fee (if the property is to be mortgaged)** – This fee is set out in the lease. Often the fee is between £75 - £150 plus VAT.
- **Deed of Covenant fee** – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £75 - £150 plus VAT.
- **Certificate of Compliance fee** - To be confirmed upon receipt of the lease, as can range between £75 - £150 plus VAT.
- **Leasehold Information Pack** - An information pack typically prepared by the managing agents of the building is required. The cost of the pack varies from managing agent to managing agent. Often the cost is between £150 - £300 plus VAT.

\*\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

## Land Registry fee

Value or amount	Apply by post	Apply using the portal or Business Gateway, for transfers or surrenders which affect the whole of a registered title	Apply using the portal or Business Gateway, for registration of all leases and transfers or surrenders which affect part of a registered title	Voluntary first registration (reduced fee)
0 to £80,000	£40	£20	£40	£30
£80,001 to £100,000	£80	£40	£80	£60
£100,001 to £200,000	£190	£95	£190	£140
£200,001 to £500,000	£270	£135	£270	£200
£500,001 to £1,000,000	£540	£270	£540	£400
£1,000,001 and over	£910	£455	£910	£680

### How long will my mortgage/remortgage take?

How long it will take from an offer being sent by your lender until completion takes place will depend on a number of factors. The average process takes between 4 - 6 weeks.

It can be quicker or slower, depending on the circumstances of the transaction.

However, if you are mortgaging or remortgaging a leasehold property that requires an extension of the lease, this can take significantly longer. In such a situation additional charges would apply.

### Stages of the process

The precise stages involved in the mortgage or remortgage of a residential property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:

- Take your instructions and give you initial advice
- Contact existing lender to obtain a redemption statement if needed
- Carry out searches
- Obtain further planning documentation if required

- Go through conditions of mortgage offer with you
- Send mortgage documents to you for signature
- Agree completion date
- Arrange for all monies needed to be received from lender and you
- Complete mortgage/remortgage
- Arrange for mortgage to be redeemed if applicable
- Deal with application for registration at Land Registry

# Debt Recovery

**Last updated 4 December 2018**

Our fees in respect of debt recovery matters are charged at our hourly rates below plus VAT and disbursements. We may agree other ways of charging, depending on the matter and your requirements.

The exact number of hours to be spent on your matter will depend on the circumstances of your case, and we can provide an estimate to you once you provide us with all information relating to your case.

## **Hourly rates:**

Gordon Hausmann                      £550 per hour plus VAT

Alexander Trager-Lewis                £500 per hour plus VAT

Benjamin Gettings                      £450 per hour plus VAT

Rejo Doal                                 £425 per hour plus VAT

Colette Loobey                         £375 per hour plus VAT

Liora Wolff

Katie Lightfoot and

Georgiana Delorme

Trainees                                 £250 per hour plus VAT

## **Disbursements**

Disbursements are costs related to your matter that are payable to third parties, such as Court fees or Counsel's fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.



## **Court fees**

The Court fee payable depends on the value of the debt. You can calculate the Court fee by following the link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/728133/ex50-eng.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728133/ex50-eng.pdf)

## **Counsel's fees**

We may wish to instruct counsel should the matter necessitate issuing Court proceedings.

Counsel's fees vary depending on nature of the claim and the experience of the counsel for preparing a claim, providing advice and attending hearings. We will always endeavour to instruct counsel with the requisite level of experience and knowledge for your case and within a price which is acceptable to you. The fees of the counsel will be discussed with you in advance of instruction. By way of assistance please see:

<https://www.barstandardsboard.org.uk/using-a-barrister/how-do-i-pay-a-barrister/#be>

Anyone wishing to proceed with a claim should note that:

- The VAT element of our fee cannot be reclaimed from your debtor.
- Interest and compensation may take the debt into a higher banding, with a higher cost.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.

Our fee includes:

- Taking your instructions and reviewing documentation
- Undertaking appropriate searches
- Sending a letter before action
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim or statutory demand depending on the circumstances
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default
- If Judgment in default is received, write to the other side to request payment
- If payment is not received, providing you with advice on next steps and likely costs

Matters usually take 2-15 weeks from receipt of instructions from you to receipt of payment from the other side, depending on several factors including whether or not it is necessary to issue a claim and commence legal proceedings.

# Employment

**Last updated 4 December 2018**

We would anticipate that one of our consultants, who has specialised in employment law since qualifying in 2007, would handle your case and as such would charge £375 plus VAT per hour. The Consultant is supervised by a Partner at a charging rate of £450 - £550 plus VAT per hour depending on the supervising partner. A trainee is likely to provide assistance in the immediate preparation of any hearing at £250.00 per hour plus VAT

We would anticipate a simple straightforward case to take between 20-30 hours preparation based on carrying out all the key stages set out below. We can discuss possible funding options, such as cover under an insurance policy, at the first appointment.

Some examples of factors that could make a case more complex and therefore change the anticipated price are:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- Defending claims that are brought by litigants in person
- Making or defending a costs application
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)
- The number of witnesses and documents
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer
- Allegations of discrimination which are linked to the dismissal

If a case became more complex we would expect that the time spent on such a case would increase substantially and we will discuss this with you at every stage of the case.

If your case cannot be settled and proceeds to the Tribunal, costs will be incurred for our attendance at the Tribunal. The costs of this will be at our hourly rate as per above. Generally, we would allow 1-2 days depending on the complexity of your case but the length of your case will entirely depend upon the amount of time that the Tribunal Judge directs that it should be listed for.

## **Disbursements**

Disbursements are costs related to your matter that are payable to third parties, such as court fees or Counsels fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Each Counsel will have their own fees depending on their level of experience as advocate for attending a Tribunal hearing (including preparation). We will always endeavour to instruct a barrister with the requisite level of experience and knowledge for your case and within a price which is acceptable to you. The Counsel's fees will be discussed with you in advance of instruction. By way of assistance please see:

<https://www.barstandardsboard.org.uk/using-a-barrister/how-do-i-pay-a-barrister/#be>

### **Key stages of the ET claim and what is covered under our fees**

A straightforward dismissal claim is likely to involve;

- Meeting with the client to take instructions, reviewing papers and discussing merits and likely compensation of claim (this will be reviewed as the case continues). (typically, up to 2 hours)
- Acting in negotiations through ACAS under compulsory Early pre-claim conciliation. (typically, up to 1-2 hours)
- Drafting a document setting out the factual and legal basis of your claim (Particulars of claim) or response to particulars of claim as well as the Employment Tribunal claim or response forms. (typically, up to 3hours)
- Liaising with client, opposition and Tribunal on matters such as review of claim or response of other party and exploring settlement options and case progression. (typically, 3-4 hours)
- Preparation of case management form for case management hearing or telephone conference, preliminary hearing where applicable and determined by the tribunal (typically 3-4 hours)
- Preparation of or considering schedule of loss, taking and drafting witness statements, liaising with Counsel, (typically 4-5 hours)
- Exchanging documents with the other party and agreeing a bundle of documents. (typically, 1-2 hours)
- Preparing bundle of documents (typically 1-2 hours)
- Reviewing and advising on the other party's witness statements (typically 1 hour)
- Agreeing a list of issues, a chronology and/or cast list (typically 2-3 hours)
- Preparation and attendance at Final Hearing, including instructions to Counsel (see above for timeframe)

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

For further information on the stages of the Employment tribunal claim for unfair dismissal or wrongful dismissal please see:

<https://www.gov.uk/employment-tribunals/if-you-win-your-case>

**How long will my matter take?**

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case may only take a few weeks from initial meeting to settlement. If your claim proceeds to a Final Hearing, your case may take up to a year at current Employment Tribunal process rates. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

# Immigration

**Last Updated 4 December 2018**

## **Immigration services include:**

- Working
- Investment
- Spouse/family
- EU Immigration
- Nationality and Citizenship
- Corporate Immigration (Applying for a sponsor licence)
- Other visas

This is a summary of the most frequently requested services and is not an exhaustive list of our areas of expertise. For further details of our immigration services, please contact our immigration team.

## **Our immigration fees**

We always aim to provide fair and transparent fees for all cases. For this reason, we price each case individually.

We offer a free initial consultation to discuss the details of your case, the options available to you and how our legal team can assist in your matter.

We will then provide you with an estimate of our fees so that you have a clear idea of how much it will cost you depending on the level of service you want and the complexity of the type of UK Visa you are applying. Our quotes are based on hourly rates ranging from £250 - £550 plus VAT per hour, depending on the level of staff handling your matter.

We price each case individually by looking at the circumstances in your case.

Things we will look at will include:

- The amount of supporting evidence that we need to consider
- Whether you are applying with other dependants
- Accompany you to the Home Office interview
- The urgency of your matter
- If you are meeting the immigration rules

All applications will vary depending on the above and we can give you an accurate estimate of our fees once we have more information about your specific case.

## **What services are included**

The work will involve:

- discussing your circumstances in detail and advising on the most appropriate options available to you;
- giving you advice about the requirements of the Immigration Rules and whether you meet the criteria;
- if you do not fulfil certain criteria, whether this can be overcome and how;
- considering the supporting evidence, you have provided;
- where necessary, helping you obtain further evidence;
- preparing your application and submitting it on your behalf;
- giving you advice about the outcome of the application and any further steps you need to take.

## **Disbursements** (not included in costs set out above):

Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

We will provide you with information of any disbursements applicable to your application which may include the followings:

- UK Home Office fees, click [here](#) for a list of their fees;
- Translator's fees;
- Visa application centre fees, such as the UKVCAS and other visa application centres abroad (TLScontact centre)
- Courts fees or any barrister's fees instructed in your matter.

## **The costs quoted here do not include:**

- Where the Home Office refuse your application, advice and assistance in relation to any appeal

## **How long will my application take?**

We cannot guarantee how long the Home Office will take to process your application. Read the current processing times.

# Probate

Last updated 6 December 2018

## Applying for the grant, collecting and distributing the assets

We always aim to provide fair and transparent fees for all matters. For this reason, we price each matter individually depending on the circumstances of your case. Our fees are charged at our hourly rates which range from £250 - £550 plus VAT per hour, depending on the experience of the fee earner handling your matter. The exact number of hours to be spent on your matter will depend on the circumstances of your case. We can provide an estimate to you once you provide us with all information relating to your case. We may agree other ways of charging, depending on the matter and your requirements. Disbursements are charged separately.

## Probate options

### Full Estate Administration

We offer clients a full estate administration service which typically includes: -

- notifying organisations of the death of the deceased
- assembling the necessary information to complete the Probate application
- preparing Inheritance Tax returns
- settling any Inheritance Tax payable
- arranging for assets to be cashed in or transferred to beneficiaries as required
- payment of any liabilities of the deceased
- distributing assets of the estate to the beneficiaries.

### Probate Only

We also offer clients a "Probate Only" service where the client obtains the necessary information and we complete the Inheritance Tax return and Probate application on their behalf.

### Disbursements:

- Probate application fee of approximately £160
- £7 Swearing of the oath (per executor)
- Bankruptcy-only Land Charges Department searches (£2 per beneficiary)

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

**Potential additional costs**

- If there is no will or the estate consists of any share holdings (stocks and bonds) there is likely to be additional costs depending on the estate and how it is to be dealt with. We can give you a more accurate quote once we have more information.
- If any additional copies of the grant are required, there will be an additional cost. We can give you a more accurate quote once we have more information.
- Dealing with the sale or transfer of any property in the estate is not included.

We can also provide assistance on other matters relating to Wills and Probate which include, drafting wills, deeds of variation and property transactions.