



Who we are and Price Transparency = Conveyancing, Probate and Debt Collection

North Shields Office – 51/52 Howard Street, North Shields, Tyne and Wear, NE30 1AP

Staff

Peter Amos

Director and Solicitor

Peter Amos qualified as a solicitor in 1978. Peter specialises in all aspects of property including residential, but mainly commercial. This includes Leases, sale and purchase of land and buildings. Conditional contracts, Options and matters relating to development of land including planning related issues.

Peter furthermore also deals with company and commercial matters including sale and purchase of business, whether assets or share sale, implementing company restructuring. Peter's hourly chargeable rate is £330 plus VAT.

Lindsay Goodson

Solicitor

Lindsay is a member of the Trust & Estate Practitioners Organisation and specialises in dealing with the administration of estates, wills, powers of attorney, court of protection work and estate planning. Lindsay began practising as a solicitor in the field of Private Client work in 2012 after a background training in residential conveyancing. She has a Joint BA Honours Degree in French and Spanish and a Postgraduate Diploma in Law. Lindsay's hourly rate is £330 plus VAT.

John Langers

Solicitor

John qualified as a solicitor in 2007 and joined the firm in 2020. He acts for a number of private individuals, developers, companies and businesses throughout the North East and Nationwide. He has extensive experience in dealing with Residential and Commercial Property matters, including:

Property acquisitions and disposals

Business set-ups

Business acquisition & disposals

Landlord and Tenant matters including Lease renewals and Assignments, Forfeiture and disputes relating to dilapidations

Property and Land development

Option and Lock out Agreements

Portfolio acquisitions and disposals

John's hourly rate is £330.00 plus VAT.

Hugh Dorey**Solicitor**

Hugh Dorey qualified as a solicitor 1991. Hugh has worked for solicitor firms in both Tyneside and Teesside specialising in a broad spectrum of general civil litigation/dispute resolution work, for both claimants and defendants. Hugh's work includes; residential and commercial Landlord & Tenant matters, including rent arrears recovery, forfeiture and possession; contract and negligence claims; debt recovery.

Hugh's hourly rate is £330.00 plus VAT.

Benton Office – Space Works, Benton Park Road, Newcastle upon Tyne NE7 7LX

Staff**John O'Neill****Director and Solicitor**

John is our Senior Director. John obtained his degree from Northumbrian University in 1978 and qualified as a solicitor in 1981. John has nearly 40 years' experience in residential and commercial conveyancing, sales of businesses, company commercial, probate and trust matters.

John's hourly charge rate is £330 plus VAT.

Michael Baker**Director and Solicitor**

Michael qualified as a solicitor in 1969 having been articled to Mr. Lionel Lunn of Stanton Haswell & Croft. Upon qualifying Michael joined the firm of Richmonds and remained there throughout his professional career, becoming senior partner of that firm before the firm amalgamated with this practice. Michael specialises in domestic and commercial conveyancing matters, with a particular emphasis on commercial Landlord and Tenant work and sales of business.

Michael's hourly charge rate is £330 plus VAT.

Christine Lowes**Director and Solicitor**

Christine obtained a BA Degree in Social Science & Psychology which was converted to Law Degree by undertaking the Common Professional Examination in 1983 followed by the Law Society Finals in 1984. This was followed by two years in Articles with Richmonds Solicitors in Newcastle upon Tyne. Qualified as a solicitor in 1986, Christine remained in the employment of Richmonds Solicitors after qualification and became a Partner in 1991. Christine continued as a Partner with Richmonds Solicitors until the amalgamation with O'Neill Robson Palmer in 2012.

As well as extensive experience of Residential Conveyancing, Christine has been the Legal Advisor to a Charitable Housing Association for 34 years providing assistance in connection with property sales, new-build development schemes, constitutional issues and Governance & Compliance matters.

She also has considerable experience in the field of Private Client Matters i.e. Wills, Probate, Trusts, and Lasting Powers of Attorney.

Christine's hourly charge rate is £330 plus VAT.

Kevin Johnson **Solicitor and Head of Private Client**

Kevin is a graduate of Dundee University and qualified as a Solicitor in 2004. He is a member of the Trust & Estate Practitioners Organisation.

Kevin is Head of our Private Department and specialises in dealing with the administration of estates, wills, powers of attorney, inheritance tax and estate planning.

Kevin's hourly rate is £330 plus VAT.

Victoria Chaplin **Graduate Chartered Legal Executive Lawyer**

Victoria joined the firm in 2001 as a 16 year old fresh from secondary education. Initially she was employed as an office junior, promoted to secretary a short time thereafter and commenced her legal studies. She has been trained by and works frequently in conjunction with the senior director, John O'Neill. In 2009 she received the Broad Chare Chambers prize for her achievement in her ILEX level 6 examinations.

Victoria specialises in all aspects of residential and commercial property transactions. She has a loyal client following who continue to refer new clients in her direction. She is very client focused and always seeks to achieve the best results for her clients. Victoria works alongside and is directly supervised by John O'Neill.

Victoria's hourly rate is £230 plus VAT.

Karen Kynaston **Legal Professional**

Karen Kynaston is a Legal Professional in our private client department. She has had over twenty years in dealing with private client work such as the preparation of wills, the administration of deceased person's estates and powers of attorney. Karen provides a sensitive and understanding ear to elderly clients and specialises in the lifetime management of their affairs. Karen works alongside and is directly supervised by Kevin Johnson.

Karen's hourly rate is £290 plus VAT.

John Reid **Consultant**

John Reid qualified as a solicitor in 1970 and was Senior Partner /Chairman of Stockdale and Reid for more than 40 years. Principally involved in heavyweight corporate litigation and company commercial law and acting for major International companies throughout Europe and Worldwide in the past. John also has experience in the Transport Industry. Formerly a Non -executive Chairman of several private and public companies. John is still heavily involved in Rugby Administration as Chairman of

Governance of Northumberland Rugby Union and is on the Committees of several Charities. John's hourly chargeable rate is £330.

Morpeth Office – 25a Bridge Street Morpeth Northumberland

Staff

Richard Twyford

Director and Solicitor

Richard specialises in Commercial and Residential Property and deals with Wills and Lasting Powers of Attorney. Richard has been qualified as a Solicitor for over 10 years. He has a BA Honours Degree in Classics and a Postgraduate Diploma in Law. He joined the Company in April 2018 having previously been a Partner with Palin and Twyford Solicitors. Richard's focus is on delivering an efficient professional service to his clients. He deals with a wide range of matters and he has a loyal following of clients including high net worth individuals. Richard's hourly rate is £330 plus VAT.

Costs and expectations - conveyancing

Purchase and sale of a Residential Property

Our fees cover all work generally required to complete the average purchase and sale of your new/existing home including dealing with the registration of the title at the Land Registry and payment of Stamp Duty Land Tax if the property is in England or Land Transaction Tax if the property you wish to purchase is in Wales.

Our fees are charged at the hourly chargeable rate of the staff member who is conducting the work on your behalf. As a general rule the average conveyancing transaction takes between three to six hours of a fee earner's time from start to finish. VAT on our charges will also be added at the current rate of 20%. The time spent will include drafting contracts, inspecting title, putting in hand searches, dealing with your mortgage and acting for your lender, completing the matter, paying any stamp duty land transaction tax and registering the transaction at the Land Registry.

Not every transaction is the same and further charges may apply in differing situations. For ease of budget and transparency we have opted to fix these charges which are detailed in the schedule below – Additional Standard Conveyancing Charges. It may be that some or none of these charges will apply to your transaction and we always recommend that a transaction is discussed with us at the outset, particularly, if there are time pressures on you such as an auction purchase or you are already aware of title issues such as a short lease, access problems or anything out of the ordinary. Our conveyancers have discretion to depart from their hourly charge in favour of a fixed fee in respect of legal charges and we would recommend that you call the office to discuss your needs and the individual circumstances of the transaction envisaged in order to ascertain if this is possible. The average conveyancing charge is between £800 and £1,000 plus VAT and disbursements (some of which will also be subject to VAT and details are given below in the disbursements section).

Additional Standard Conveyancing Charges

These charges will only apply if the following additional work arises in connection with your transaction

Transactions which need to be effected by a Power of Attorney whether yours or by another party to the transaction.	£95.00 plus VAT
Cases where a Second or additional Mortgage needs to be arranged	£75.00 plus VAT per mortgage
Correcting a Minor Defective Title	£100.00 plus VAT
Correcting a Defective Title for example a defective Lease	A minimum fee of £200.00 plus VAT
Application for First Registration	£130.00 plus VAT
Transfer of Equity or Appointment of New Trustee	£100.00 plus VAT
Arranging Title Insurance to cover of lack of Building Regulation Approval, lack of Planning Permission, lack of consent under Restrictive Covenants or similar Title Insurance arrangements	£75.00 plus VAT
Charge for any Statutory Declaration, found to be necessary. (excluding statutory Oath fee payable to Notary)	Minimum of £50.00 plus VAT
Property Visits or Site Inspections (within 10 miles)	£100.00 plus VAT
New Build Property	£99.99 plus VAT
Unregistered land	£90.00 plus VAT
Leasehold Property	£100.00 plus VAT
Leasehold Flat within a block and run by management company.	£200.00 plus VAT
Shared Ownership	£200.00 plus VAT
Purchase of Freehold title to allow sale of Leasehold Property / Obtaining extension to Lease term	£250.00 plus VAT
Paying off Vendors Creditors	£50.00 plus VAT per account
Charge where Contract Race involved	£150.00 plus VAT
Deed of Postponement	£90.00 plus VAT
Obtaining copies of missing documents which clients are unable to supply	Minimum of £20.00 plus VAT
Location of Missing Title Deeds	£50.00 plus VAT
Deeds handling fee	£30.00 plus VAT
Sending more than one cheque to distribute funds	£20.00 plus VAT per cheque
Certification of Documents	£10.00 plus VAT
Accepting payments by debit card	£5.00 plus VAT
Accepting payments by credit card	2% per transaction
Gifted deposit	£50.00 plus VAT

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. If searches are required we will obtain these on your behalf, the cost of this will range from £213.00 to £315 (plus VAT) dependent upon your mortgage lender's requirements and your choice of searches. The search standard package covers local authority, mining and water searches for your local area.

We will furthermore obtain office copy entries for between £3.00-£6.00 in addition to a bankruptcy searches averaging £6.00 per transaction – these disbursements are not subject to VAT.

Land Duty or Land Tax on a Purchase

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

The Land Registry fees are on the basis of the value of the property and are payable on all property purchases. The fee scale is as follows (in respect of existing registered titles and whole title applications capable of being submitted electronically):

0 to £80,000	£20
£80,001 to £100,000	£40
£100,001 to £200,000	£95
£200,001 to £500,000	£135
£500,001 to £1,000,000	£270
£1,000,001 and over	£455

In cases where the title isn't already registered or you have purchased part of a registered title then the Land Registry fees double in each price bracket. There is no VAT levied on Land Registry fees.

Leasehold disbursements

These are variable, some may apply or may not apply to all transactions and the costs may be determined by the lease, or by the freeholder or management company. Your conveyancer won't know what the charges levied by these third parties are until they receive details from the title, the third parties, or a combination. Likewise they may or may not be subject to VAT. This list isn't a limit to the disbursements that may be applicable but a generalisation for guidance –

(on sale) Fee for confirmation ground rent is paid up to date/no breaches of covenants - £50 - £200

(on sale) Management company pack - £75 - £275

(on sale) Certificate of compliance/deed of covenant - £50 - £200

(on purchase) Notice of transfer/charge - £50 - £100 per notice

(on purchase) Certificate of compliance/deed of covenant - £50 - £200

Referral Fee (if any)

If we pay a referral fee to your estate agent we estimate that this will cost in the region of £50 to £250, depending upon the referrer involved. We will notify you of this in the event that this is applicable to your case. **Please note this is a fee payable by ourselves, not you.** Should we enter into any such referral arrangement we will notify you of this writing in our initial documentation, giving details of the amount and to whom it will be paid. We will also seek to establish from you the circumstances of the referral and particularly, amongst other aspects, that your freedom of choice in

choosing a firm to instruct was not in any way limited, and that you were informed of the referral arrangement by the introducer and the amount payable by us to them at the time you elected to instruct us. There are strict rules surrounding referral fees, the essence of which is to ensure that you as the consumer of legal services have freedom of choice and the information available to you at the point of instruction is sufficient to ensure you can make an informed choice.

How long will your house purchase and sale take?

How long it will take from your offer being accepted until your move into your new house will depend on a number of factors. The average process takes between 8 and 12 weeks. It can be quicker or slower depending on the parties in the chain, issue of mortgages and other factors.

The key stages, broadly, and average timescales, are as follows, but cannot be guaranteed and should be used as a guide only –

Stage	Timescale
On instruction, we will send your details of the costs, disbursements and VAT attributable to your transaction, based on the information provided to us and the scope of our instructions. We will send you details of the further information we require from you, our terms of business and various questionnaires to complete and return.	We will send this to you within a day or two of being advised that you wish us to act. Clients usually return this within the week.
On sale contracts will be prepared and sent to buyer's solicitors. Seller's solicitor will seek information about any mortgage on the property to be repaid.	Usually within a few days of the initial documents above being returned to the solicitor. If the property is unregistered, leasehold, or documentation received incomplete, this could take a little longer.
Purchaser's solicitor will raise any further enquiries apparent to be raised at that stage. Searches will usually be put in hand at this point. Documents such as boundary plan, property information form and fittings and contents list will be sent to buyer to review.	The timescale here will depend upon the complexity of the title, whether there are other documents to be obtained from third parties (often the case when a property is leasehold). It can take between 1-3 weeks to reach this stage.
Seller's solicitor will deal with any further enquiries and purchaser's solicitor will liaise with clients as further information/documentation received.	The timescale very much depends on the title and documentation relevant to it, investigating planning approvals, third party consents and so on can take time and can be anywhere between 1- 6 weeks in total.
In the meantime, the purchaser's search results will be received, these will either result in further enquiries being raised or will be "passed".	Local searches are currently being delayed by Covid and it can take 6 weeks in some areas to reach this stage. Search insurance can be discussed with your conveyancer.
Also whilst the above is happening, the buyer's survey will be carried out and mortgage offer issued to buyer's conveyancer.	This will take between 1 to 4 weeks usually but the timescales are again affected by Covid.
Buyer's conveyancer will check the mortgage offer, attend to any requirements and matters	Usually within a couple of days of receipt.

the offer is subject to and report to the client on the terms.	
When all enquiries have been answered the buyer's conveyancer will report fully to the client and arrange signature of documents.	The buyer's conveyancer will do this generally as soon as all enquiries have been satisfactorily answered and they are able to comply with all the lender's terms. To reach this stage can take around 8 weeks but if the property is leasehold it can take longer. The conveyancer may do this report in tranches as the transaction progresses, particularly if it is becoming protracted.
THIS IS THE POINT ALL PARTIES IN THE CHAIN NEED TO ACHIEVE BEFORE BEING ABLE TO AGREE A COMPLETION DATE	There may be a wait at this stage as everyone in the chain achieves this point of "readiness". Estate agents can be invaluable at this stage in accessing the chain for progress. Often provisional completion dates are discussed and all parties in the chain need to agree that any date is achievable (removal arrangements are available, sufficient time for conveyancers to obtain funds and so on). The shorter the chain, the easier this is achieved.
Exchange of contracts	At this point the transaction becomes legally binding, as does the completion/moving date. The completion date will usually need to be at least a week after exchange of contracts, to ensure sufficient time for financial arrangements to be ready, particularly to ensure that mortgage advances can be released in time.
Completion	This is the date that ownership passes and vacant possession given (unless agreed otherwise). ie everyone moves house.
AFTER COMPLETION	The new ownership will be registered at the Land Registry as well as the repayment of old mortgages and registrations of new. This can take some months and in some cases years, as the Land Registry continue to have a backlog of transactions. (delayed registrations can be expedited on application to the Land Registry if the delay is holding up another matter such as a sale or remortgage)

Costs and expectations - Probate and the administration of an estate

We offer clients three types of service to cater for your individual requirements. These are as follows:

1. Obtaining the Grant of Probate only for a non-taxable estate. You may wish to deal with the majority of administration of the estate yourself but require some help in completing the papers leading to probate which are the Inland Revenue account and Executors Oath. If that

is the case we are happy to complete those documents (on the basis that you provide us with all of the relevant information enable us to do this) at a cost of £700 plus VAT.

2. Administration of an average sized estate (not involving the payment of Inheritance Tax). These are Estates falling below the annual Inheritance Tax threshold of £325,000. The exact cost will depend upon the individual circumstances of the matter such as the number of beneficiaries, a property, multiple bank accounts and shares etc. Generally speaking the amount of time spent by a fee earner dealing with an average estate is within the region of between eight and sixteen hours at a rate of £255 - £290 per hour but this can vary hugely depending upon the complexity of the matter and should not be taken as an indicative charge in your matter. In addition a value factor being a percentage of the size of the estate is also charged. This value factor is normally 1% of the estate, except the value of any residential property owned by the deceased which will be charged at a lesser rate of 0.5%. In cases where a member of the firm is acting as Executor that the value element increases to 1.50% and 0.75% respectively.
3. Probate cases involving the payment of Inheritance Tax. These are considerably more complex as they involve calculating Inheritance Tax and dealing with the Inland Revenue in the form of the Capital Taxes Offices. Our charges for dealing with these more complex types of Estates are similar to the charges outlined in 2 above for more straightforward matters save that the time spent in dealing with the case is considerably higher and can vary from say, 20 hours work to well over 100 hours work, depending upon the complexity of the case and the size of the estate.

Disbursements

Disbursements which are payable to third parties are the Probate application fee of £155.00, Probate copies of £1.50p per copy, Bankruptcy/Land Charges Department Searches of £6.00 approximately, Legal Notice Post in the London Gazette/The Journal which protects against unexpected claims for unknown creditors £250-£300. Only the Legal Notice Post disbursement will have VAT added.

Potential Additional Costs

If there is no Will or the estate consists of any shareholdings, stocks and bonds there is likely to be an additional cost that could range significantly 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.

Dealing with the sale or transfer of any property in the estate is not included.

How long will this take?

On average estates not involving the payment of Inheritance Tax are generally dealt with in six to twelve months of the date of death of the deceased. Simply obtaining the Grant of Probate takes between four to twelve weeks. Collecting/encashing assets including dealing with tax matters can take approximately 28 weeks and once this has been done we can distribute the assets which usually takes 6 to 8 weeks. However, in cases which involve Inheritance Tax the minimum amount of time taken is normally approximately twelve months and such matters are generally concluded after 18 months to two years although in some extremely complicated cases, this can be longer.

Costs and expectations - Debt Recovery (up to £100,000.00)

These costs apply where your claim is in relation to an unpaid debt which is not disputed and enforcement action is not needed. If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary, which could be on a fixed fee (subject to agreement) or an hourly rate (currently £290 plus VAT) if more extensive work is needed. Depending on the circumstances we may be prepared to be flexible as to hourly rate. Depending on your requirements, the sums involved, the complexity of the matter and amount of documentation involved, a straightforward debt recovery claim may take approximately 1-5 hours (£290.00 - £1,500.00, plus VAT) to complete, however this is a guideline only and every case is different.

Disbursements

Disbursements are costs relating to your matter which are payable to third parties, such as Court fees, HMLR fees (from £3.00), search of the Register of CCJs (from £6.00). Disbursements are payable in addition to our charges for the work we undertake. If a claim is issued, a Court fee will be payable based on the amount you are claiming, inclusive of any interest that may be due.

Up to £300	£35
£300.01 to £500	£50
£500.01 to £1,000	£70
£1,000.01 to £1,500	£80
£1,500.01 to £3,000	£115
£3,000.01 to £5,000	£205
£5,000.01 to £10,000	£455
£10,000.01 to £100,000	5% of the claim
£100,000.01 to £200,000	5% of the claim

Should you wish to proceed with a claim please note:

- Interest may take the debt into a higher banding, with a higher court fee
- Where a debt is recovered fixed recoverable costs may apply, which means you may be limited as to the amount of your costs (including disbursements) you can recover from the debtor in addition to the debt. The fixed recoverable costs are unlikely to cover the full cost of the work we do. You remain responsible for payment of our costs regardless of the outcome. We will discuss this with you at the outset.
- If following a judgment having been obtained enforcement action is required to collect the debt, such as through the County Court bailiff or High Court Enforcement Officer, or by means of an Attachment of Earnings Order or Charging Order, additional costs will be incurred and we can discuss these with you.

Our fees include the following services:

- Taking your instructions and reviewing documentation
- Undertaking any appropriate searches (e.g. Insolvency Register, CCJ register, HMLR search)
- Prepare for your approval and send a letter before action with supporting documents
- Where the debt is admitted and payment or proposals for payment are made, report to you
- Otherwise, review on expiry of the time limit for a response and provide you with advice on next steps and likely costs
- Where the debt remains unpaid, subject to your further instructions, draft and issue money claim in the CCMCC.
- Where no there is no response to the claim, apply to the court to enter Judgement in default
- Where Judgement in default in received, write to the other side to request payment
- Receive and account to you for any sums recovered; or discuss next steps, including enforcement options

Matters take 5 -16 weeks from receipt of instructions from you to receipt of payment from the other side, or entry of default judgment, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgment in default. If enforcement action is needed, the matter may take longer to resolve.