

Solicitor's Fee Scale



Please note that our fees relate to each property/title:

If you would like to	Fee	Info & Next Steps	Turnaround Times	Pay by Bank Transfer	Pay by Cheque	Pay by Card
Obtain a Solicitor's Pack	£180 Including VAT	<p>Our Solicitor's Pack contains:</p> <ul style="list-style-type: none"> - Landlord Information - Management Company Details (if known or applicable) - Completion of our own standard LPE1 responses - A Ground Rent Statement, details of when the rent is payable and the amount charged including any reviews <p>(Please note that an updated statement can be requested one week before the property sale)</p> <p>If you would like to obtain a Solicitor's Pack then please visit our website for further information and to access our online request form.</p> <p>www.landmarkcollections.co.uk</p>	<p>Within 14 days of receiving your online request form and payment of the fee.</p> <p>If you require the documents sooner then please visit our website for details on how to expedite your request.</p> <p>www.landmarkcollections.co.uk</p>	<p>Payments should be made to:</p> <p>Account Name – Landmark Collections Ltd</p> <p>Account Number – 10953462</p> <p>Sort Code – 09-02-22</p> <p>Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>	<p>Cheques should be:</p> <p>Made payable to – Landmark Collections Ltd</p> <p>Reference – The 12 digit tenant reference must be noted on the reverse of the cheque to guarantee the payment is allocated against the correct account.</p> <p>Cheques should be posted to:</p> <p>Landmark Collections PO BOX 2257 Bolton BL6 9JB</p>	<p>Through the payment facility on our website;</p> <p>www.landmarkcollections.co.uk</p> <p>Please ensure you quote the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>
Obtain a Statement	£60 Including VAT	<p>If you would like to obtain a Ground Rent Statement then please visit our website for further information and to access our online request form.</p> <p>www.landmarkcollections.co.uk</p>	<p>Within 14 days of receiving your online request form and payment of the fee.</p> <p>If you require the documents sooner then please visit our website for details on how to expedite your request.</p> <p>www.landmarkcollections.co.uk</p>	<p>Payments should be made to:</p> <p>Account Name – Landmark Collections Ltd</p> <p>Account Number – 10953462</p> <p>Sort Code – 09-02-22</p> <p>Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>	<p>Cheques should be:</p> <p>Made payable to – Landmark Collections Ltd</p> <p>Reference – The 12 digit tenant reference must be noted on the reverse of the cheque to guarantee the payment is allocated against the correct account.</p> <p>Cheques should be posted to:</p> <p>Landmark Collections PO BOX 2257 Bolton BL6 9JB</p>	<p>Through the payment facility on our website;</p> <p>www.landmarkcollections.co.uk</p> <p>Please ensure you quote the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>
<p>Serve a Notice of Charge (Purchasing a property)</p> <p>Or</p> <p>Serve a Notice of Charge (Re-Mortgaging a property)</p>	£125 VAT Exempt	<p>We require a Notice of Charge to be served separately from a Notice of Transfer. Please note that all rent, insurance and service charge arrears must be settled prior to sending us a notice for receipt. We are unable to receipt a Notice of Transfer whilst there are arrears outstanding.</p> <p>Please refer to the lease to ascertain whether notices also need to be served on the management company/managing agent.</p> <p>Please visit our website for further information on "Next Steps" and to access our standard downloadable Notice of Charge document.</p> <p>www.landmarkcollections.co.uk</p>	<p>14 days from when we receive the completed document and payment of the fee.</p> <p>If you require the documents sooner then please visit our website for details on how to expedite your request.</p> <p>www.landmarkcollections.co.uk</p>	<p>Payments should be made to:</p> <p>Account Name – Landmark Collections Ltd</p> <p>Account Number – 10953462</p> <p>Sort Code – 09-02-22</p> <p>Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>	<p>Cheques should be:</p> <p>Made payable to – Landmark Collections Ltd</p> <p>Reference – The 12 digit tenant reference must be noted on the reverse of the cheque to guarantee the payment is allocated against the correct account.</p> <p>Cheques should be posted to:</p> <p>Landmark Collections PO BOX 2257 Bolton BL6 9JB</p>	<p>Through the payment facility on our website;</p> <p>www.landmarkcollections.co.uk</p> <p>Please ensure you quote the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>

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Serve a Notice of Transfer	£125 VAT Exempt	<p>We require a Notice of Transfer to be served separately from a Notice of Charge. Please note that all rent, insurance and service charge arrears must be settled prior to sending us a notice for receipt. We are unable to receipt a Notice of Transfer whilst there are arrears outstanding.</p> <p>Please refer to the lease to ascertain whether notices also need to be served on the management company/managing agent.</p> <p>Please visit our website for further information on "Next Steps" and to access our standard downloadable Notice of Transfer document. www.landmarkcollections.co.uk</p>	<p>14 days from when we receive the completed document and payment of the fee.</p> <p>If you require the documents sooner then please visit our website for details on how to expedite your request. www.landmarkcollections.co.uk</p>	<p>Payments should be made to:</p> <p>Account Name – Landmark Collections Ltd</p> <p>Account Number – 10953462</p> <p>Sort Code – 09-02-22</p> <p>Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>	<p>Cheques should be:</p> <p>Made payable to – Landmark Collections Ltd</p> <p>Reference – The 12 digit tenant reference must be noted on the reverse of the cheque to guarantee the payment is allocated against the correct account.</p> <p>Cheques should be posted to: Landmark Collections PO BOX 2257 Bolton BL6 9JB</p>	<p>Through the payment facility on our website; www.landmarkcollections.co.uk</p> <p>Please ensure you quote the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>
Obtain a Deed of Covenant	£225 VAT Exempt	<p>All incoming tenants are required to sign a Deed of Covenant by way of conformation that they will observe and perform the lessee's covenants contained within the lease.</p> <p>Please visit our website for further information on "Next Steps" and to access our standard downloadable Deed of Covenant documents. www.landmarkcollections.co.uk</p> <p>These documents must be used, even if the lease prescribes a different form.</p>	<p>14 days from when we receive the completed document and payment of the fee.</p> <p>If you require the documents sooner then please visit our website for details on how to expedite your request. www.landmarkcollections.co.uk</p>	<p>Payments should be made to:</p> <p>Account Name – Landmark Collections Ltd</p> <p>Account Number – 10953462</p> <p>Sort Code – 09-02-22</p> <p>Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>	<p>Cheques should be:</p> <p>Made payable to – Landmark Collections Ltd</p> <p>Reference – The 12 digit tenant reference must be noted on the reverse of the cheque to guarantee the payment is allocated against the correct account.</p> <p>Cheques should be posted to: Landmark Collections PO BOX 2257 Bolton BL6 9JB</p>	<p>Through the payment facility on our website; www.landmarkcollections.co.uk</p> <p>Please ensure you quote the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>
Obtain a Certificate of Compliance	£150 VAT Exempt	<p>Please note that we are only able to provide a Certificate of Compliance when the beneficiary of the restriction is the landlord. If we receive a Certificate of Compliance which we are unable to sign because the beneficiary of the restriction is <u>not</u> the landlord, we will retain £50 from the fee you have paid to cover our administration costs. The remaining amount will be refunded.</p> <p>A Certificate of Compliance will also <u>not</u> be issued until the following have all been served:</p> <p>(a) Notice of Charge (if applicable) (b) Notice of Transfer (c) Deed of Covenant</p> <p>If you would like to obtain a Certificate of Compliance then please visit our website for further information on "Next Steps". www.landmarkcollections.co.uk</p>	<p>14 days from when we receive the relevant documents and payment of the fee.</p> <p>If you require the documents sooner then please visit our website for details on how to expedite your request. www.landmarkcollections.co.uk</p>	<p>Payments should be made to:</p> <p>Account Name – Landmark Collections Ltd</p> <p>Account Number – 10953462</p> <p>Sort Code – 09-02-22</p> <p>Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>	<p>Cheques should be:</p> <p>Made payable to – Landmark Collections Ltd</p> <p>Reference – The 12 digit tenant reference must be noted on the reverse of the cheque to guarantee the payment is allocated against the correct account.</p> <p>Cheques should be posted to: Landmark Collections PO BOX 2257 Bolton BL6 9JB</p>	<p>Through the payment facility on our website; www.landmarkcollections.co.uk</p> <p>Please ensure you quote the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.</p>

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Obtain a License to Assign	£300 Including VAT	It may be a requirement of the lease that a Licence to Assign from the transferor is needed prior to any disposition. We are able to provide this providing that we are satisfied that there is no breach of the lease and the proposed transferee meets the leasehold requirements. A Licence to Assign will not be issued until all rent, insurance and service charge arrears have been settled. Please visit our website for further information on "Next Steps" and to access our standard downloadable Licence to Assign document. www.landmarkcollections.co.uk	14 days from when we receive the completed document and payment of the fee. If you require the documents sooner then please visit our website for details on how to expedite your request. www.landmarkcollections.co.uk	Payments should be made to: Account Name – Landmark Collections Ltd Account Number – 10953462 Sort Code – 09-02-22 Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.	Cheques should be: Made payable to – Landmark Collections Ltd Reference – The 12 digit tenant reference must be noted on the reverse of the cheque to guarantee the payment is allocated against the correct account. Cheques should be posted to: Landmark Collections PO BOX 2257 Bolton BL6 9JB	Through the payment facility on our website; www.landmarkcollections.co.uk Please ensure you quote the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.
Request a Deed of Rectification	Price will vary	If you would like to request a Deed of Rectification then please visit our website for further information and to access our online request form. www.landmarkcollections.co.uk	We cannot guarantee any timescales but would envisage that all matters are completed within a month from the date we instruct our solicitors.	Payments should be made to: Account Name – Landmark Collections Ltd Account Number – 10953462 Sort Code – 09-02-22 Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.	Cheques should be: Made payable to – Landmark Collections Ltd Reference – The 12 digit tenant reference must be noted on the reverse of the cheque to guarantee the payment is allocated against the correct account. Cheques should be posted to: Landmark Collections PO BOX 2257 Bolton BL6 9JB	Through the payment facility on our website; www.landmarkcollections.co.uk Please ensure you quote the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.
Request a Deed of Variation	Price will vary	If you would like to request a Deed of Variation then please visit our website for further information and to access our online request form. www.landmarkcollections.co.uk	We cannot guarantee any timescales but would envisage that all matters are completed within a month from the date we instruct our solicitors.	Payments should be made to: Account Name – Landmark Collections Ltd Account Number – 10953462 Sort Code – 09-02-22 Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.	Cheques should be: Made payable to – Landmark Collections Ltd Reference – The 12 digit tenant reference must be noted on the reverse of the cheque to guarantee the payment is allocated against the correct account. Cheques should be posted to: Landmark Collections PO BOX 2257 Bolton BL6 9JB	Through the payment facility on our website; www.landmarkcollections.co.uk Please ensure you quote the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.

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Expedite your documents	£60 Per document Including VAT	If you require your documents faster than our standard turnaround times then you may expedite your request for an additional fee of £60.00 (Per document). Please visit our website for further information. www.landmarkcollections.co.uk	We will issue the relevant information within 2 working days from receipt of your request and payment of the fee. Please note that this does not include delivery timescales for any information that must be returned in the post. Any items that must be returned in the post will be issued via standard 1 st Class post.	Payments should be made to: Account Name – Landmark Collections Ltd Account Number – 10953462 Sort Code – 09-02-22 Reference – Enter the 12 digit tenant reference number to guarantee the payment is allocated against the correct account.	Not accepted.	Not accepted.