

GENERAL TERMS OF BUSINESS

1 THE FEES Our estimate is based on information supplied by you at the time of your enquiry and may increase if it becomes obvious that the value or nature of the work we undertake differs from that originally advised, or if the amount of time, skill or work required for the conduct of the matter is more than initially expected or if you require it to be expedited. We will advise you in writing of any increase at the appropriate time, or as soon as possible thereafter.

2 VAT If we are registered for VAT then all fees and appropriate expenses will have VAT added at the current rate for the time being in force.

3 MONIES ON ACCOUNT We may ask for a payment on account either at the start of the matter or during its progress. This is a common practice when expenses will be incurred, for example local search or where the matter is likely to be complicated or lengthy.

4 EXPENSES The estimate will refer to expenses that are based on figures supplied by you. Third parties may alter their fees at regular intervals and we will notify you in writing of any changes. Sometimes we will need to make further searches or payment for documentation, which we will not know about until we receive documentation. The expenses are incurred on your behalf during the course of the matter. It is rarely possible for us to know at the outset all expenses that may arise but the financial statement will show the items separately from any fees. Where the expense is fixed, for example the local search fee then the actual cost will be charged. In respect of faxes telephone calls or postages a fixed charge may be made. Your acceptance of these terms shall constitute your agreement for us to incur the expenses (including repeat expenses) that in our judgement, are necessary to protect you or your lender's interests.

5 ABORTIVE FEES If for any reason the matter fails to complete we will assess the value of the work carried out and will charge our fees together with third party expenses already incurred although you will be credited for sums paid on account. Such fees and expenses are for immediate settlement unless otherwise agreed in writing. We charge a general abortive fee of £75 plus vat immediately payable to cover the administrative cost of opening your file and account with us, and sending out preliminary letters and documents to you the estate agents and solicitors and all other interested parties.

6 THE MORTGAGE (i) If you obtain a mortgage it is your responsibility to comply with the lender's terms and conditions as set out in the offer. It is your decision to accept the financial effect of any deduction retention redemption penalty or early redemption penalty interest imposed by the offer. You must read the terms of your offer carefully and if there are any areas you are unsure of you must raise these with your financial advisor/mortgage arranger immediately as once you have instructed us to proceed it is assumed you fully understand the offer and the financial and other implications of accepting it (ii) All lenders require a lawyer to carry out specific legal work in granting or accepting repayment of a mortgage and you may not be aware that they require you to pay their lawyer's legal fees for this. We are on the Panel of most lenders and they will usually instruct us to represent them as well as you in which event we confirm that if applicable we will provide you with an estimate of the lender's legal fees. Your acceptance of these terms shall constitute your agreement for us to disclose instructions and information to any lender, which also instructs us. We charge £50 plus vat for acting for most mortgagors but in certain instances we shall raise this charge threefold where the administrative work involved in satisfying the mortgage conditions is particularly time consuming or difficult (iii) If your lender appoints their lawyer to act, you will be responsible for their legal fees in addition to our own. We will advise you in writing of the fees at the appropriate time but will continue to represent you (iv) Most offers expire after a period of time. It is your responsibility to ensure that the offer is valid at the time of exchange of Contracts. You must re-apply to your lender if your offer has or is about to expire. It is also your responsibility to advise your lender and us of any change in the purchase price or any financial adjustment between you and the other party such as an allowance or cash back.

7 COMMISSION If we pay or receive commission or other benefit as a result of receiving your instructions or introducing you to a third party, for example arranging a mortgage or taking out a life policy then we will inform you of this in writing. Your acceptance of these terms constitutes your agreement and consent for us to pay or receive such benefit or commission if such an arrangement exists.

8 REFERRAL FEES We operate an arrangement whereby we pay a quarterly fee or a per case basis fee for referred introductions to certain estate agents and mortgage brokers in accordance with the Law Society Code. If you would like more specific information how the Law Society scheme is being operated in your case please to do hesitate to ask.

9 QUALITY ASSURANCE We are practice management LEXCEL certified and inspection to verify performance to the Law Society standard will require random selection of our files by the certification body. This inspection is essential but is strictly confidential. If you instruct us in writing then you can be excluded from this inspection.

10 INSURANCE POLICIES Our estimate includes dealing with the assignment or re-assignment of a single policy (or other security) but in the event of additional policies or securities we shall make a further charge of £25 plus VAT for each additional policy or security. These charges include the preparation and service of the required Notice. We do not advise on the suitability or otherwise of any insurance policy.

11 UNDERTAKINGS If you ask us to assist you by giving an undertaking to a third party (other than to your existing lender or lenders) that we will settle any amount due by you, we will charge a fee for this commitment and will notify you of the fees in writing at the appropriate time or as soon as possible thereafter. In view of the personal nature of the undertaking we may require appropriate additional security from you **BEFORE** giving it.

12 INTEREST We shall not open a deposit account or account to you for interest earned on sums received by us from or on behalf of you except upon payment to us of £100 plus VAT as a contribution towards the administrative cost of opening the account so as to identify your money and the interest earned on it. Your acceptance of these terms shall constitute your agreement in writing to this arrangement.

13 FINANCIAL The matter can only be financed using funds cleared through our account. You must ensure that any sum needed from you is paid to us either by cheque or bankers draft at least five clear working days before it is needed, unless you make payment direct to our account by means of an electronic transfer. If it is delayed because you provide funds after the specified time or by inappropriate means then we will not be held liable for any direct or consequential losses for as long as the funds remain uncleared.

14 PAYMENT OF OUR COSTS AND EXPENSES It is normal for the fees and expenses due to us to be paid as cleared funds before the date of completion. Where we hold funds this payment will be deducted once a financial statement and bill of costs has been raised. By accepting these Terms you authorise this practice. If we do not hold sufficient sums then you will provide the sums as cleared funds prior to completion taking place. Unless our costs and expenses are settled in full and final then we shall not effect completion on your behalf and may be forced to cease acting.

15 THE COMPLETION (i) We always advise a minimum of ten working days between exchange of contracts and completion. This period is regarded as the minimum to safely deal with all pre-completion searches and formalities (including cleared funds from the lender and from you) to enable you to be fully protected at completion. In particular we need to hold cleared funds from you in respect of any Stamp Duty and Land Registry fees payable (ii) If you ask us to complete your matter in less time we may charge an expedition fee which is currently £100 plus vat. This charge which will be added to our fees and be payable by you. For

simultaneous exchange and completion our charge may increase depending on the work anticipated. If you delay completion causing us to do further work then we shall also charge for any revisions to financial statements or further work necessarily undertaken. We will not be liable for any direct or consequential losses for completion being delayed beyond your specified date, provided we have used reasonable professional skill in attempting to complete on the specified date (iii) Within seven days of completion we will send by post a cheque in your favour (unless we have your written instructions to the contrary) for all sums held by us due to you to the address notified to us in writing. **PLEASE NOTE** the term "working day" does not include Saturdays Sundays Bank or other Statutory Holidays

16 SPECIALIST SERVICES We are only qualified to provide legal advice on the conveyancing. You must consult other qualified professionals for advice on all related non-legal matters, such as the mortgage product and physical condition of the property, its connected services and its market value, or investment, financial or tax advice. Before exchange of contracts or leasing premises we advise a structural survey (of a type appropriate to the nature of the property) by a qualified surveyor and obtain any further information the report may state is required.

17 MATTERS WHICH YOU ARE TO DO (i) to provide us with written confirmation of any variation of your original instructions (ii) to respond promptly in writing to any request for instructions you may receive from us (iii) to provide us with evidence of your identity if so requested by us (iv) to take whatever steps we may request to comply with current money laundering regulations and (iii) generally to co-operate with us

18 TERMINATION You may terminate instructions in writing at any time but we shall keep your papers and documents while sums are due to us. You may think it appropriate for us to stop acting if, for example, you cannot give appropriate instructions, or if you have lost confidence in the way your work is done. We can only stop acting if there is good reason to do so and /or in accordance with our professional rules. For example if you fail (i) to comply with our request for payment on account or (ii) to give us proper or adequate instructions. If either of us decide we can no longer act you will discharge our fees and expenses in accordance with term 5.

19 ADDITIONAL FEES Additional fees will be incurred for any additional work over and above that already detailed or anticipated in the course of a normal conveyancing transaction. The Law Society has recommended we charge each client to cover the cost of our professional indemnity insurance currently £40 plus vat and the cost of completing the Stamp Duty Land Transaction form currently £50 plus vat. We charge £40 plus Vat as a general disbursements charge to cover postage faxing telephone and copying however should we receive or need to make or send an increased number of phone calls or correspondence then our charges may increase at the current rate of £5 plus Vat per call and £10 plus Vat per letter. We set out below the fee scales for some associated work in a number of the more unusual cases. We will be happy to give you an estimate for other work or services.

Power of Attorney	£150.00 plus VAT
Deed of Trust	£200.00 plus VAT
Transfer of Equity/Deed of Gift	£200.00 plus VAT
Deed of Postponement/Grant/Variation	£200.00 plus VAT
Deed of Guarantee	£200.00 plus VAT
Deed of Covenant	£200.00 plus VAT
Removal of a registered Caution	£100.00 plus VAT
Drafting or approval of an Assured Tenancy Agreement	£150.00 plus VAT
Mutual Deed of Covenant	£150.00 plus VAT
Transfer of Business Loan Facility/Overdraft	£150.00 plus VAT
Transfer of Legal Aid Charge or other current loan	£150.00 plus VAT
Drafting additional Contract packages for sale contract race	£150.00 plus VAT
Deed of Easement (to grant rights)	£200.00 plus VAT
Statutory Declaration, for Title rectification	£100.00 plus VAT
Voluntary First Registration for a sale property	£150.00 plus VAT
Deed of Assignment of Life Policy between policy holders	£200.00 plus VAT
Service of Notices of Assignment or Reassignment to Life Co	£ 20.00 plus VAT
Additional Electronic Transmission of money within the UK	£ 30.00 plus VAT
Electronic Transmission of Money outside the UK	£100.00 plus VAT
Cheque returned unpaid	£ 15.00 plus VAT
Cheque stopped at Customer request	£ 15.00 plus VAT
File retrieval for you after Completion from archive storage	£ 55.00 plus VAT
Data Protection Act 1998 – access to personal records	£ 55.00 plus VAT
Purchase of freehold reversion for a leasehold property	£250.00 plus VAT
Dealing with a Third Party Lawyers (eg on a matrimonial dispute)	£150.00 plus VAT
Preparation of Contract package for auction sale	50% of Fixed Fee advance payment
Approval of Contract package prior to auction purchase	50% of Fixed Fee advance payment
Researching and setting up a Title Repair/Title Indemnity Policy	£ 50.00 plus VAT

Signed

Date

Signed

Date