

RESIDENTIAL PROPERTY



Our residential property team has a well-earned reputation for giving high-quality legal advice. The team follow the Gordons values of being hardworking, straightforward, and uncomplicated.

We are focused on giving clients excellent service and going the extra mile to get completions over the line. We attract work through a well-earned reputation for high quality, easy-to-understand legal advice and smart processes, all while ensuring clients get the personal care and attention they need. Our clients deal with a dedicated individual with a direct dial and email, who will guide them through each step, from start to completion.

The team is supported by a large and experienced commercial property team, which is helpful when things get technical. This is something that high-street property lawyers often lack, and it sets us apart from our competitors. Whether you're buying or selling a house, we're here to help!

THE NEW-BUILD HOME OF YOUR DREAMS

We are specialists in new build work. We act for several national and regional housebuilders in connection with their plot sales. Our experience and reputation for delivering excellent service and a quick turnaround have led to our team being recommended by several national and regional housebuilders to act for their buyers.

OUR TEAM

Our residential property experts have extensive experience and several specialist property qualifications. They are supervised by our managing partner, Victoria Davey.

CLARE FREEAR

LICENCED CONVEYANCER & TEAM MANAGER

📞 0333 987 5521

📞 07827 664 153

✉ clare.freear@gordonsllp.com



Clare is a Licensed Conveyancer with over 18 years' experience dealing with sale and purchase conveyancing transactions, along with other property related transactions. She has dealt with both residential and commercial property. Her experience includes acquisitions, disposals and lettings of commercial property, landlord and tenant work and property finance work.

Clare is the manager of the Residential Conveyancing team and specialises in newbuild and high value properties.

DEBORAH BILLINGSLEY

LICENCED CONVEYANCER

📞 0333 987 5615

📞 0792 083 5166

✉ deborah.billingsley@gordonsllp.com



Deborah is a Licensed Conveyancer with over 20 years' experience in property transactions, including New Build, Freehold, Leasehold & Share Ownership.

Deborah has a positive "can do" attitude and the ability to go above and beyond for her clients and the dedication in helping to achieve their objectives.

INGRID MUNYANEZA

CHARTERED LEGAL EXECUTIVE

📞 0333 987 5541

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Ingrid is a Chartered Legal Executive and has over 10 years of conveyancing experience. Ingrid deals with most property related transactions which include dealing with freeholds, new build and plot sale work, acting for both builders and purchasers, transfer of equities and remortgage transactions.

RESIDENTIAL PROPERTY



KIA THOMPSON

CONVEYANCING EXECUTIVE

📞 0333 987 5520

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✉️ kia.thompson@gordonsllp.com



Kia is a residential conveyancer with over 15 years' experience. Kia has qualified as a Conveyancing Technician and is currently studying for her final Licensed Conveyancer qualification. She acts on a broad range of freehold and leasehold transactions including sales and purchases, shared ownership, newbuild purchases and plot sales, transfers of equity and remortgages.

JUSTENE BAKER

LEGAL EXECUTIVE

📞 0333 987 5553

✉️ justene.baker@gordonsllp.com



Justene is a qualified Fellow of the Institute of Legal Executives with over 20 years' experience dealing with sale and purchase conveyancing transactions along with other property related transactions. These include dealing with freehold and leasehold transactions, shared ownership, new build and equity release transactions.

Justene's specialties include equity release mortgages, including transferring mortgages to a new property, which includes giving clients' the required legal advice.

SAMAIRA SAFDAR

SOLICITOR

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Samaira is a Solicitor and has over 10 years of conveyancing experience.

Samaira deals with most property related transactions which include dealing with freeholds, new build, transfer of equities and remortgage transactions.

SOPHIE HALSTEAD

CONVEYANCING EXECUTIVE

📞 0333 987 5585

✉️ sophie.halstead@gordonsllp.com



Sophie is a Plot Sales Conveyancing Executive with over five years of experience. Sophie deals with freehold, new build and plot sales, acting for both builders and purchasers. Sophie is currently studying for her CLC Qualification.

KATIE BRECKIN

GRADUATE LEGAL EXECUTIVE

📞 0333 987 5509

✉️ katie.breckin@gordonsllp.com



Katie joined Gordons residential conveyancing team as a legal assistant, before commencing the legal apprenticeship scheme. Katie has now qualified as a Graduate Legal Executive and specialises in residential conveyancing with over five years' experience in property transactions.

ABBY SIDEBOTTOM

GRADUATE LEGAL EXECUTIVE

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Abby is a member of our innovative legal apprenticeship scheme and has qualified as a Graduate Legal Executive. Abby specialises in residential conveyancing with over three years' experience in property transactions.

ASSISTANTS

Our conveyancing experts are ably supported day to day by a team of assistants who have between two and 25 years' experience of residential property work.

All assistants receive extensive ongoing training and work under the direct supervision of a qualified member of the team.

RESIDENTIAL PROPERTY



TRANSPARENCY ON PRICING

OUR LEGAL FEES

All our standard residential conveyancing fees are calculated on the sale/purchase/re-mortgage value. Our fees are fixed legal fees, which include preparing and submitting the SDLT returns, electronic client ID verification, and dealing with mortgage lenders' requirements, where we also act for the lender. We will agree the fee with you in writing at the point of instruction. We may need to increase our fee if you ask us to do other work or if the sale/purchase becomes more complex and time-consuming than expected at the start of the job. If this is the case, we will let you know.

FEE SCHEDULE

PURCHASE					SALE			
From	To	Freehold fee	Leasehold fee	New build	From	To	Freehold fee	Leasehold fee
£0	£99,999.99	£895.00	£995.00	£1,145.00	£0	£99,999.99	£830.00	£870.00
£100,000.00	£199,999.99	£925.00	£1,075.00	£1,175.00	£100,000.00	£199,999.99	£880.00	£920.00
£200,000.00	£299,999.99	£995.00	£1,145.00	£1,245.00	£200,000.00	£299,999.99	£895.00	£935.00
£300,000.00	£399,999.99	£1095.00	£1,245.00	£1,345.00	£300,000.00	£399,999.99	£995.00	£1035.00
£400,000.00	£499,999.99	£1270.00	£1,420.00	£1,520.00	£400,000.00	£499,999.99	£1150.00	£1220.00
£500,000.00	£749,999.99	£1420.00	£1,570.00	£1,670.00	£500,000.00	£749,999.99	£1275.00	£1,360.00
£750,000.00	£999,999.99	£1585.00	£1,755.00	£1,835.00	£750,000.00	£999,999.99	£1375.00	£1,460.00
Over £1,000,000		0.20%	0.25%	0.25%	Over £1,000,000	£1,999,999.99	0.15%	0.175%

If any of the following are required, an additional cost as set out below will be charged:

Arranging Indemnity Insurance	£30 + VAT
Gifted deposit fee	£75 + VAT
Help to Buy/Lifetime ISA	£50 + VAT
Registration Of Charge at Companies House	£100 + VAT

EXCLUSIONS

We will not be giving you tax, planning, or financial advice.

DISBURSEMENTS

A disbursement is a payment we must make to a third party in relation to your sale or purchase. Not all disbursements apply to all transactions; some depend on several factors, including the location and any lender's requirements. Examples of possible disbursements and their cost are as follows:

Electronic Transfer Fee	£35 + VAT	Land Registry Searches	£7.00 + VAT
*Stamp Duty Land Tax	TBC	Bankruptcy Search	£6.00 + VAT per person
Land Registry Registration Fee	£20 - £1,105 depending on value	Office Copies (if registered title)	£7.00 + VAT (approx.)
Local Authority/Drainage & Water/Mining/Searches	£300 + VAT (approx.)	Registration Of Charge at Companies House	£15.00

RESIDENTIAL PROPERTY



A QUICK GUIDE TO SELLING A HOUSE

Here's a quick step-by-step guide to what to expect, although things can change along the way. Timings must be agreed with the seller and can vary, depending on all legal work being completed and if your purchase is part of a chain of other transactions.

Initial documents sent to you to complete and return to us, along with ID documents.

* Please return these ASAP along with evidence of your source of funds. You also need to arrange your mortgage and survey*

We will then request the search results from the Local Authority and water company.

Please send us the money we tell you we need for your search fees – we will text you our bank details

1.

We will check the seller's solicitor's replies to our queries and let them have any additional enquiries we need to send them after we've checked the search results.

4.

Once all our enquiries are concluded, we will send you our final report about the property, search results, mortgage, and details of the funds needed from you to complete the purchase.

5.

You need to sign and return documents to us and send us with your deposit money – usually 10% of the purchase price

8.

A completion date is agreed with the seller, and EXCHANGE OF CONTRACTS takes place. You can't back out now without penalty.

9.

You are now committed to buying the property. Buildings insurance should be in place

10.

We send the purchase monies to the Seller's solicitor. Once they've received the money it's...

COMPLETION!

Congratulations you now own the property and you can collect your keys.

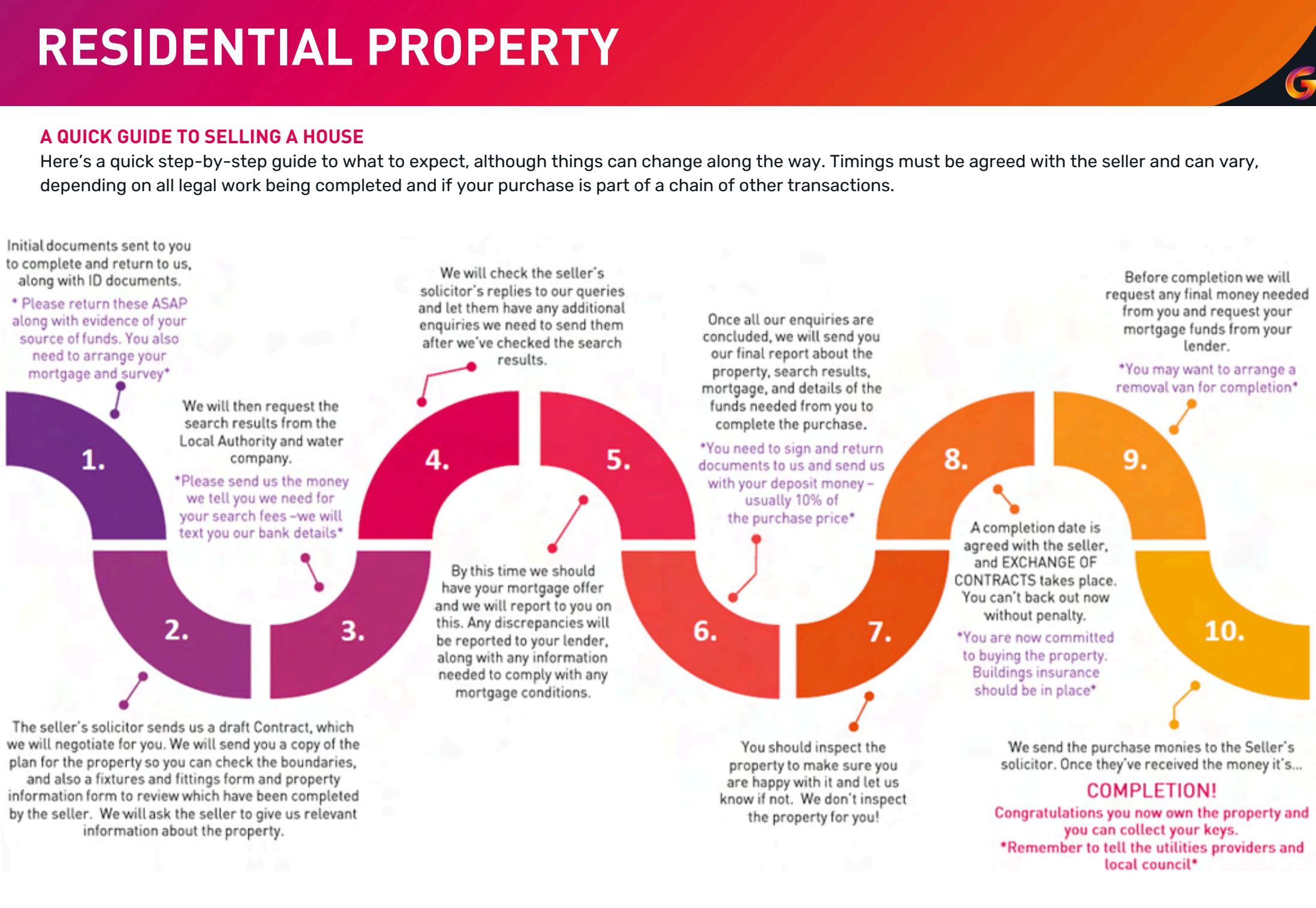
Remember to tell the utilities providers and local council

The seller's solicitor sends us a draft Contract, which we will negotiate for you. We will send you a copy of the plan for the property so you can check the boundaries, and also a fixtures and fittings form and property information form to review which have been completed by the seller. We will ask the seller to give us relevant information about the property.

By this time we should have your mortgage offer and we will report to you on this. Any discrepancies will be reported to your lender, along with any information needed to comply with any mortgage conditions.

6.

You should inspect the property to make sure you are happy with it and let us know if not. We don't inspect the property for you!



RESIDENTIAL PROPERTY



A QUICK GUIDE TO BUYING A HOUSE

Here's a quick step-by-step guide to what to expect, although things can change along the way. Timings must be agreed with the buyer and can vary, depending on all legal work being completed and if your sale is part of a chain of other transactions.

Initial documents are sent to you to complete and return to us, along with ID documents.

Please return these promptly, along with any property deeds/documents you have and let the estate agent know we are acting for you



Once we have your documents, we will get the title documents from the Land Registry and send a draft Contract to the buyer's solicitor.

If you've got a mortgage, we will ask for a redemption statement from your lender. We will send you a draft completion statement with details of how the proceeds of sale will be dealt with.

If we need you to send us any money (i.e. if there's a shortfall between the sale price and mortgage redemption figure), we will ask you to send this to us before completion

COMPLETION!

Congratulations you have now sold the property and you should hand the keys to the estate agent or directly to the buyer.

Remember to tell the utilities providers and council of the sale