

Transparency in Price and Service

T. Llewellyn Jones Solicitors is one of Neath's oldest legal practices, established at Guildhall Chambers by the late Thomas Llewellyn Jones in (circa 1940). The senior partner and director of the firm is Miss Sara Llewellyn Jones, the daughter of the late Thomas Llewellyn Jones. The practice provides comprehensive personal and commercial legal services by a team specialising in Residential Conveyancing, Commercial Property, Employment Law, Company Law and Business Affairs, Private Client work, Family Law, Personal Injury and Civil/Commercial Litigation.

Our main office is based in the town centre of Neath, with a satellite office trading under the name of Roger E.L. Thomas & Co conveniently located at Station Road, Ystradgynlais.

Our practice follows the Solicitors Regulation Authority's (SRA) policy on Transparency Rules, and as such provides our prospective clients free access to our fees and the services we offer. The Transparency Rules ensure consumers and business clients have the information they need to make an informed choice of a legal services provider, including understanding what the costs may be.

Please note that in categories of law where the SRA's Transparency Rules do not apply (e.g. Commercial Property) we will (pursuant to section 8.7 of the SRA's Code of Conduct for Solicitors) ensure that clients receive the best possible information about how their matter will be priced and, both at the time of engagement and when appropriate as their matter progresses, about the likely overall cost of the matter and any costs incurred.

The following is our pricing, the service we offer and staff who will handle your case:-

Residential Conveyancing

TLJ LAW fees for residential conveyancing are based on the value of the property being purchased or sold. We can offer a fixed fee for this type of service and the prices include :-

1. Taking your initial instructions.
2. Undertaking due diligence on the property.
3. Carrying out searches and raising enquiries.
4. Managing and exchanging contracts on your behalf.
5. Ensuring funds are transferred properly for completing the transfer of the property.
6. Registering the property (where appropriate).

The following people undertake residential conveyancing work in the firm:

<u>Name of Individual undertaking the work</u>	<u>Role</u>	<u>Qualifications</u>	<u>Year Qualified</u>	<u>Complexity or type of issues they typically deal with</u>
Sara Elizabeth Llewellyn Jones	Director	Solicitor	1969	All aspects of residential and commercial conveyancing
John Alun Lloyd	Consultant	Solicitor	1981	All aspects of residential conveyancing
Iwan Jeffreys	Director	Solicitor	1996	All aspects of residential and commercial conveyancing
Sian Harris	Director	Solicitor	1984	All aspects of residential conveyancing
Emily Meredith-Hardy	Director	Solicitor	2006	All aspects of residential and commercial conveyancing
Stephen Williams	Director	Solicitor	2012	All aspects of residential and commercial conveyancing

Sale and Purchase Fees- Residential Conveyancing

<u>Sales Prices</u>	<u>Fees *</u>	<u>Purchase Prices</u>	<u>Fees</u>
Property value up to £80,000.00	£700 + VAT £140 Total £840	Property value up to £125,000	£800 + VAT £160 Total £960.00
Property value up to £120,000.00	£750 + VAT £150 Total £900	Property value up to £175,000	£850 + VAT £170 Total £1,020
Property value up to £200,000.00	£800 + VAT £160 Total £960	Property value up to £250,000	£900 + VAT £180 Total £1,080
Property value up to £400,000.00	£900 + VAT £180 Total £1,080	Property value up to £400,000	£950 + VAT £190 Total £1,140
Property value up to £750,000.00	£1,000 + VAT £200 Total £1,200	Property value up to £750,000	£1,100 + VAT £220 Total £1,320
Property value up to £1,000,000	£1,450 + VAT £290 Total £1,740	Property value up to £1,000,000	£1,850 + VAT £370 Total £2,220

For purchases and sales over £1,000,000 our fees are set at 0.185% of the property value e.g. A property of £1,000,000 would be £1,850 plus VAT – Total £2,220.

We require a deposit of £150 to be paid on account in respect of search fees for purchases. Please note the above fees are for freehold properties. If the transaction involves the purchase of a leasehold property, or an unregistered property which is usually more complex than a freehold sale or purchase, we will need to review our estimate. Please contact the proposed file handler who will be able to provide you with confirmation of any additional fees.

In circumstances where purchasers are contributing unequally to the purchase price, we would recommend that a Declaration of Trust is considered. Our charges for preparing a Declaration of Trust are £350 plus VAT – Total £420.00.

Leasehold property transactions are usually more complex than a freehold sale or purchase and are not included in the above fee table. If you are selling or purchasing a leasehold property, please telephone us so that we can provide a more accurate quote. Typically, leasehold transactions will incur an additional fee of £250 plus VAT – total £300. Similarly, if the property is unregistered there will be an additional fee £250 plus VAT – total £300.

Re-Mortgage

Re-Mortgage	Fees
Mortgage up to £250,000	£550 + VAT £110 Total £660
Mortgage up to £350,000	£650 + VAT £130 Total £780
Mortgage up to £500,000	£750 + VAT £150 Total £900
Mortgage up to £1,000,000	£1,000 + VAT £200 Total £1,200

For re-mortgages over £1,000,000 our fees are set at 0.145% of the mortgage value e.g. A re-mortgage of £1,000,000 would be £1,450 plus VAT – Total £1,740.

Depending on the purchase price of the property, you may need to pay land transaction tax (for properties in Wales) or stamp duty land tax (for properties England). These fees are not included in the quote above. Please visit the links below for more information:-

- [1. https://www.gov.wales/land-transaction-tax-calculator](https://www.gov.wales/land-transaction-tax-calculator)**
- [2. https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax/#!/intro](https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax/#!/intro)**

For the sake of clarity, the prices quoted are **NOT** inclusive of disbursements (costs payable to a third party on your behalf or other fees that are incurred during the transaction.) These will be charged to you based on the cost they are charged to us and include, but are not limited to :-

1. Search fees – these include Local Authority Search, Water and Drainage Search, Coal Mining Search, and Environmental Searches. The amount of these searches will vary depending on the location of the property.
2. Land Registry title documents – currently £14 plus VAT – Total £16.80 per title document including plan.
3. Electronic ID check – currently £15 plus VAT – Total £18.
4. Bankruptcy Searches – currently £6 plus VAT – Total £7.20 per name.
5. Telegraphic Transfer fee – currently £35 plus Vat – Total £42.

Please note that the above represents the typical fees that are incurred in a Conveyancing transaction but there may be other fees based on the nature of your sale or purchase. For example, it may be necessary to arrange indemnity insurance and the cost will depend on the value of the property. It may also be necessary to prepare a Statutory Declaration regarding the use of the property. The cost of preparing the Statutory Declaration will depend on the nature of the issue but the starting fee will be £150 plus VAT - Total £180.

We are also able to assist you with Help to Buy ISAs and/or Lifetime ISAs. There will be an additional charge of £50 plus VAT – Total £60

How long will your Residential Conveyancing transaction take?

How long it will take from your offer being accepted until the purchaser can move into their house will depend on a number of factors. The average process takes between 8-12 weeks. It can be quicker or slower, depending on the parties in the chain. For example, if a leasehold property is being purchased or sold that requires an extension of the lease, this can take significantly longer. In such, a situation additional charges would apply.

* Our fees assumes that:

It 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 preparation of additional documents ancillary to the main transaction
- the assignment of an existing lease and is not the grant of a new lease
- the transaction is concluded in a timely manner and no unforeseen complication arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Probate (uncontested cases with all assets in the UK)

Fees for obtaining a Grant of Probate or Letters of Administration are difficult to quantify because estate circumstances vary from case to case and increase with the complexity and the value of the estate. The average cost of obtaining a Grant of Probate/Letters of Administration which would be relatively straightforward and without the need to complete additional HMRC IHT forms together would be in the region of £3,000- £6,000 plus VAT (£3,600 - £7,200 inclusive of VAT) and disbursements.

Fees are charged at an hourly rate and time costing basis and vary according to time spent and seniority of solicitors.

An indication of the time in which an estate would be completed would be between 6-9 months. Please note that delays in obtaining a death certificate and delays at the Probate Registry may be outside our control and this may increase the above time estimate.

The cost of obtaining a Grant of Probate/Letters of Administration without administration of the estate would vary from £1,500 - £2,000 plus VAT (£1,800 - £2,400 inclusive of VAT) and disbursements.

Partners and solicitors with over 4 years post qualification experience;	£300 per hour (£360 inc VAT).
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Solicitors with up to 4 years post qualification experience, Legal Executives and Paralegals	£275 per hour (£330 inc VAT)
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Trainee solicitors and Junior Paralegals	£250 per hour (£300 inc VAT)
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All other staff	£225 per hour (£270 inc VAT)
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Disbursements

Probate Registry Fee	£300
Copy Grant of Probate	£1.50
Advertisement in the Law Society Gazette and other publications	£150 - £200

The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property, costs will be at the lower end of the range. If there are multiple beneficiaries, a property and multiple bank accounts, costs will be at the higher end.

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We will handle the full process for you. This quote is for estates where:

There is a valid will

There is no more than one property

There are no more than 4 bank or building society accounts

There are no other intangible assets

There are 2-4 beneficiaries

There are no disputes between beneficiaries on division of assets. If disputes arise this is likely to lead to an increase in costs

There is no inheritance tax payable and the executors do not need to submit a full account to HMRC

There are no claims made against the estate

Our fees we will:

- Provide you with a dedicated and experienced probate solicitor to work on your matter
- Identify the legally appointed executors or administrators and beneficiaries
- Accurately identify the type of Probate application you will require
- Obtain the relevant documents required to make the application
- Complete the Probate Application and the relevant HMRC forms [but not IHT or CGT calculations]
- Draft a legal oath for you to swear
- Make the application to the Probate Court on your behalf
- Obtain the Probate and securely send two copies to you
- Collect and distribute all assets in the estate as far as possible to readily traceable beneficiaries

The following people undertake probate work in the firm:

<u>Name of Individual undertaking the work</u>	<u>Role</u>	<u>Qualifications</u>	<u>Year Qualified</u>	<u>Complexity or type of issues they typically deal with</u>
Sara Elizabeth Llewellyn Jones	Director	Solicitor	1969	All aspects of probate work
John Alun Lloyd	Consultant	Solicitor	1981	All aspects of probate work
Iwan Jeffreys	Director	Solicitor	1996	All aspects of probate work
Sian Harris	Director	Solicitor	1984	All aspects of probate work
Stephen Williams	Director	Solicitor	2012	All aspects of probate work

Litigation – General

It is difficult to be precise in respect of fees for litigation as this is usually on an hourly rate basis. Fees are charged at an hourly rate and time costing basis and vary according to time spent and seniority of solicitors. The cost will vary according to the value of the claim, the complexity and volume of documentation, number of parties and witnesses and the number of court hearings.

Partners and solicitors with over 4 years post qualification experience; £300 per hour (£360 Inc VAT)..

Solicitors with up to 4 years post qualification experience, Legal Executives and Paralegals £275 per hour (£330 inc VAT)

Trainee solicitors and Junior Paralegals £250 per hour (£300 inc VAT)

All other staff £225 per hour (£270 inc VAT)

Disbursements

Court Fees

These vary according to each application and claim. The usual fee for an application will be £455 and a court fee ranges from a minimum of £35 up to 5% of the amount claimed.

In addition, you will be responsible for barristers fees which will be discussed with you before any instruction.

Duration

This depends on how busy the courts are. An estimate of the time for a standard case to get to trial would be in the region of 18 – 24 months.

The following people undertake litigation work in the firm:

<u>Name of Individual undertaking the work</u>	<u>Role</u>	<u>Qualifications</u>	<u>Year Qualified</u>	<u>Complexity or type of issues they typically deal with</u>
Sara Elizabeth Llewellyn Jones	Director	Solicitor	1969	All aspects of litigation
Iwan Jeffreys	Director	Solicitor	1996	All aspects of litigation
Stephen Williams	Director	Solicitor	2012	All aspects of litigation

Employment Tribunals (Unfair or Wrongful Dismissal)

[For employees and businesses]

To bring or defend a straightforward claim for unfair or wrongful dismissal, our fees (inclusive of court fees) are likely to be in the region of £3,000 - £6,000 (excluding VAT) (£3,600 -£7,200 inclusive of VAT) on the basis that the claim is disposed of at a 1 day hearing.

Factors that could make a case more complex:

- Making or defending applications to amend claims or provide further information about an existing claim.
- Defending claims that are brought about by Litigants in person.
- Making or defending a costs application.
- The number of witnesses and documents.
- Allegations of discrimination which are linked to the dismissal or to the employment.

If the claim becomes more complex then we will provide you with an updated estimate of costs.

Disbursements

Disbursements are costs related to your matter that are payable to third parties. It is anticipated that counsel will be required to represent you at a hearing and an estimate of their fees are between £1,500 - £2,500 plus VAT per day (£1,800 – £3,000 inclusive of VAT). The fee is dependant on the experience of counsel and location of the hearing.

Key Stages

The fees set out above cover all the work necessary in relation to the following key stages of an Employment Tribunal claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation through ACAS where this is mandatory to explore whether a settlement can be reached.
- Preparing the claim or response.
- Reviewing and advising on a claim or response from other party.
- Exploring settlement and negotiating settlement throughout the process.
- Preparing or considering a schedule of loss.
- Exchanging documents with the other party, reviewing and advising on those documents and agreeing a bundle of documents.
- Taking witness statements, drafting statements and agreeing their content with witness.
- Preparing bundle of documents.
- Reviewing and advising on the other party's witness statements.

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- Preparation and attendance at Final Hearing, including Instructions to Counsel (for special advocacy representation at that Hearing).

The stages set out above are an indication only. You may wish to handle the claim process or defence yourself and only receive our advice in relation to some of the stages. This can be arranged to suit your individual needs.

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 is likely to take up to four weeks. If your claim proceeds to a Final Hearing, due to the current volume increase in claims involving Employment Tribunal Hearings (and depending on the location of the Hearing) your case could take up to 12 months to conclude. This is just an estimate and we will be able to give you a more accurate timescale once we have more information available to us and as the matter progresses.

The following people undertake Employment work in the firm:

<u>Name of Individual undertaking the work</u>	<u>Role</u>	<u>Qualifications</u>	<u>Year Qualified</u>	<u>Complexity or type of issues they typically deal with</u>
Stephen Williams	Director	Solicitor	2012	All aspects of Employment Law