

Residential conveyancing guide

1 April 2025



Aldermore

FOR INTERMEDIARY USE ONLY

Conveyancing options

For applications
submitted through our
residential portal

For buy to let landlords applying through our commercial portal, please refer to our **buy to let conveyancing guide**

Free legal fee for remortgages

- Aldermore will instruct its own conveyancer and pay for the legal work costs to move the mortgage to Aldermore
- Borrowers can be represented by the bank's conveyancer for an additional fee of £125 plus VAT, if required

Conveyancing firms we use are:

- England & Wales – O'Neill Patient, Poole Alcock, Russell & Russell and Your Conveyancer
- Scotland – Your Conveyancer

Purchase and free legal fee remortgages

Use your own conveyancer on a dual representation basis

To use your own conveyancer we will need to check they are registered with Aldermore via Lender Exchange. (www.lenderexchange.co.uk)

If not already they will need to register meeting the following criteria:

- A minimum of two SRA approved managers or two CLC authorised managers (details can be checked at: www.lawsociety.org.uk, www.lawscot.org.uk or www.clc-uk.org.uk)
- Conveyancing Quality Scheme (CQS) accreditation (applicable to solicitors only)
- Minimum PI insurance cover of £2m. For applications above £2m, the conveyancer must at all times retain professional indemnity insurance cover which is adequate and appropriate for the practice, considering in particular the nature and value of the work they are undertaking

Free legal fees for remortgages

For applications submitted through our residential portal

For buy to let landlords applying through our commercial portal, please refer to our **buy to let conveyancing guide**

For remortgages

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Our conveyancing process for

- Single residential properties
- Loans up to £1m
- Residential owner occupiers and individual buy to let landlords remortgaging through the residential portal



Notes

Free legal fees Fees illustrated do not include disbursements (e.g. Land Registry, search fees) and VAT. Leasehold fees are NOT included in the free legals process. Fees illustrated are based on standard precedent documentation and include the following (where applicable):

- Mortgage Deed / Standard security
- Repayment of 1 existing mortgage account or restriction per property
- Checking 1 existing tenancy agreement per property
- BACS or Cheque payment

Any additional work required will be charged as per the supplementary fees shown in this document. Please note that any 3rd party costs will be charged to the borrower.

Purchase and non-free legal fees for remortgages

For applications submitted through our residential portal

For buy to let landlords applying through our commercial portal, please refer to our **buy to let conveyancing guide**

Dual representation for purchases or remortgages up to £1m, when not using a free legal fee offer

Select one of our managed panel conveyancers below or use your own conveyancer on a dual representation basis:

- newbusiness@onpgroup.co.uk
- newenquiries@poolelacock.co.uk
- aldermore@russellrussell.co.uk
- Enquiries_YC@yourconveyancer.co.uk

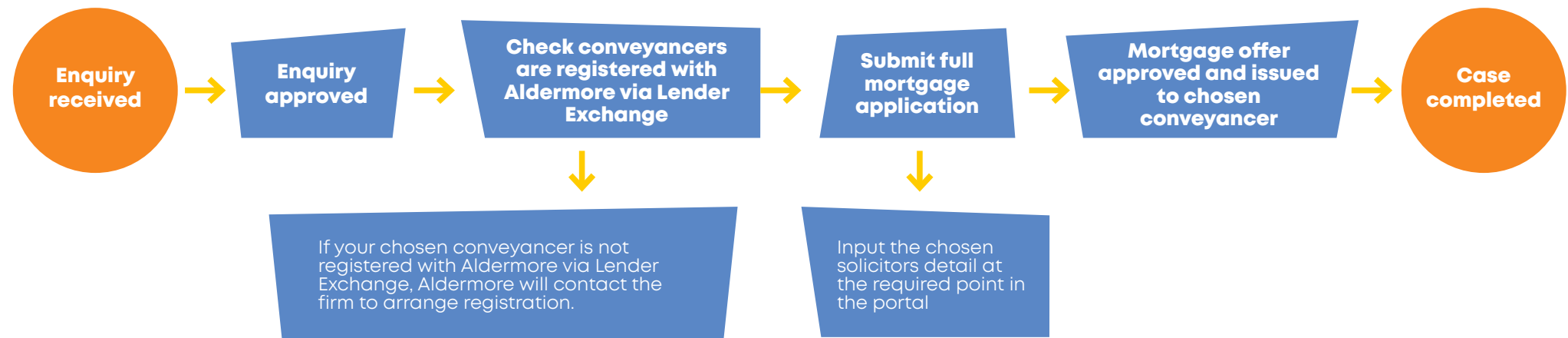
To use your own conveyancer we will need to check:

They are registered with Aldermore via Lender Exchange, searching the Aldermore Specialist BTL category. (www.lenderexchange.co.uk)

If not already they will need to register meeting the following criteria:

- A minimum of two SRA approved managers or two CLC authorised managers (details can be checked at: www.lawsociety.org.uk, www.lawscot.org.uk or www.clc-uk.org.uk)
- Conveyancing Quality Scheme (CQS) accreditation (applicable to solicitors only)
- Minimum PI insurance cover of £2m. For applications above £2m, the conveyancer must at all times retain professional indemnity insurance cover which is adequate and appropriate for the practice, considering in particular the nature and value of the work they are undertaking.

Our conveyancing process for



Supplementary fees for Aldermore managed panel firms

Description		Individuals	Companies
Additional mortgage accounts	Where more than one mortgage account is to be redeemed or discharge of restrictions where charge or restriction require repayment	£50 plus VAT per additional charge or restriction	
Arranging / checking indemnity policies	Where an indemnity policy requires arranging and checking (none title insured)	£50 plus VAT	
Tenancy agreement	Assured shorthold tenancy or other tenancy agreement that requires checking, or a tenancy agreement requires preparation (no charge for checking one existing agreement)	£25 plus VAT per additional agreement where more than 1 agreement requires checking £100 plus VAT per agreement where a new / revised agreement requires preparation	
Bankruptcy entries	Bankruptcy Entries or the Register of Inhibitions in Scotland which requires investigation	£100 plus VAT	
CHAPS same day bank transfer	Same day transfer funds if the applicant, an existing lender or creditor or returning back to Aldermore	£35 plus VAT	
Change of the applicant's name	By deed poll and / or obtaining a statement of truth if an applicant has changed his/her name since the date the property was acquired	£50 plus VAT	
Checking personal guarantee	Where Independent Legal Advice and a Personal Guarantee has been completed by the borrowers Conveyancer or where Aldermore has approved Independent Legal Advice to be waived, to check the completed waiver and Personal Guarantee document	n/a	£150 plus VAT
Corporate guarantee	Where required	n/a	£150 plus VAT
Independent conveyancer	Other than where the applicant is separately represented	£150 per hour plus VAT	
Creating a lease	Indicative fee where a new lease is required. Your solicitor will confirm exact cost during the transaction	£1200 plus VAT	
Deed of Postponement	Where required (Ranking Agreement in Scotland)	£150 plus VAT and any fee charged by the Land Registry	n/a
Deed of Priority	Where required	n/a	£150 per hour plus VAT or £650 plus VAT (which ever is lower) on our standard form
Deed of Subordination	Where required	n/a	£100 plus VAT
Deed of Variation	Where required	£150 plus VAT and any fee charged by the Land Registry. Case dependent, where a bespoke document is required	

Supplementary fees for Aldermore managed panel firms

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Description		Individuals	Companies
Easements	Where a Deed of Grant or Release of Easement is required	£150 plus VAT and any fee charged by the Land Registry	
First Registration	Where the title to the property is not already registered at the Land Registry under its own separate title (including titles currently on the Register of Sasines)	£150 plus VAT and any fee charged by the Land Registry	
HMO licence (per property)	Where an HMO licence requires investigation or arranging (no charge will be made for a simple local authority check that can be carried out online)	£100 plus VAT per property	
Leasehold fee	For reviewing a lease (not applicable in Scotland) This fee will also be charged on Free or Assisted legal cases where applicable.	£250 plus VAT	
Personal Guarantee	Including Independent Legal Advice – where a personal guarantee is required through an Aldermore conveyancer	n/a	£250 plus VAT including independent legal advice either by video telephony or face to face in person
Registering a 3rd party transfer or lease	Where a transfer or lease requires registration at the Land Registry (not applicable in Scotland)	£100 plus VAT and any additional land registration fees, searches, or stamp duty land tax payable and any fee charged by the Land Registry	
RX3/RX4 forms or Land Registry	Where a restriction requires registering or removal at the Land Registry using RX3/RX4 forms	£50 plus VAT and any fee charged by the Land Registry	
Simple Declaration of Trust	Where a Declaration of Trust is required (not applicable in Scotland)	£100 plus VAT	
Statutory Declaration	Where a Statutory Declaration or Statement of Truth is required (not applicable in Scotland)	£100 plus VAT	
Transfer of equity	Acting on behalf of Aldermore and/or the applicant in a Transfer of equity	£100 plus VAT (acting for Aldermore) £200 plus VAT (acting for both Aldermore and the applicant)	
Title Split	Indicative fee for splitting an existing single title, ready for completion. Your solicitor will confirm exact cost during the transaction	£500 plus VAT	
Bespoke sundry additional work	Any bespoke additional work will be agreed between the conveyancer acting for Aldermore and the applicant or the applicants conveyancer	By agreement prior to the work being undertaken to include any third-party fees where known at that time	
Model Article	Indicative fee for amending Model Article and updating Companies House	n/a	£250 plus VAT

Frequently asked questions

Question	Answer
Which firms are used to offer free legal fees?	O'Neill Patient, Poole Alcock, Russell & Russell and Your Conveyancer (England & Wales). Your Conveyancer (Scotland)
Can the borrowers conveyancer be used to act for both the borrower and the bank (dual representation)?	Yes. All cases should proceed on a dual representation basis with your chosen solicitor acting for both the borrower and the bank.
Does the borrower pay for all legal fees?	Yes, the borrower will pay all legal costs except on free legal fee remortgages.
Why is there a leasehold fee payable by the borrower on Free legal transactions?	On any transaction where the property is leasehold, there is considerable extra work that is required to be undertaken by the acting conveyancer. This includes checking of the existing lease, as well as liaising and obtaining documentation from the relevant management companies.

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Buy to let conveyancing guide

Key Contacts

Aldermore

0333 321 1000

aldermore.co.uk/intermediaries/mortgages/
Mortgage.Completions@aldermore.co.uk

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