

### > What is Separate Representation

You may ask to use a law firm that you have chosen to act for you in the purchase or Remortgage of a property. This may be a law firm of your own choice or one recommended to you by another third party. If the law firm is not on the approved panel of law firms for Newcastle Building Society then we may request a separate approved law firm act for us in the transaction, this is called Separate Representation.

The purpose of separate representation is to ensure that we, Newcastle Building Society, who are providing your mortgage, are protected at all times. Please note that our law firm do not act for you and cannot speak to you directly.

In this instance you are responsible for your own law firms costs as well as those for our law firm, detailed below.

### > The process

Newcastle Building Society's law firm will write to your law firm.

Newcastle Building Society will forward a copy of your mortgage offer to its law firm.

Newcastle Building Society's law firm will forward a copy of the mortgage offer, mortgage deed, any deeds of consent and mortgage terms and conditions to your law firm.

Following receipt of all of the required information from your law firm, Newcastle Building Society's law firm will review and raise any enquiries where the documents do not comply with Newcastle Building Society's requirements.

Newcastle Building Society's law firm will submit the Certificate on Title (request for funds) to Newcastle Building Society.

Newcastle Building Society will release funds its law firm.

Newcastle Building Society's law firm will request any balance of funds from your law firm.

Newcastle Building Society's law firm will deal with registration at Land Registry.

### > Remortgage

Loan amount	Remortgage Legal Fee All fees are subject to VAT
Up to £500,000	£149
Over £500,000	£249

#### Additional legal fees – where applicable All fees are subject to VAT

Same day payment fee	£30
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### > Purchase

Loan amount	Purchase Legal Fee All fees are subject to VAT
Up to £500,000	£375
Over £500,000	£575

#### Additional legal fees – where applicable All fees are subject to VAT

Same day payment fee	£30
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Please note that the above fees are exclusive of VAT, third-party disbursements and additional legal fees that are not covered by the standard legal work. It is assumed that the customer's law firm will prepare the land transaction return where the supplier or external conveyancer is only acting for the lender.

## > Disbursements

As well as having to pay the above fees you will also have to pay legal fees and disbursements to your own law firm. Your chosen law firm should provide a full breakdown of their fees and disbursements to you, attached is a guide to some of the typical disbursements that may apply.

## > Remortgage Disbursements

Typical disbursements for a Remortgage:

Disbursement	Description	Fee	
Registers of Scotland	The fee payable to the Registers of Scotland to register any change affecting the property including a change of ownership.	Paper Fee	ARTL Fee
	Discharge of the existing Standard Security (per discharge)	£60	£50
	Registration of the Standard Security	£60	£50
Property Enquiry Certificate, Title Search and Personal Search	A search that includes a Property Enquiry Certificate provides essential information about the status of a property and informs of any adverse entries which may affect the property and a Title Search from the Registers of Scotland.	£90	
Advance Notice	This search is a final check made by the law firm to ensure no changes have been made or are pending to the property's title.	£10	

## > Purchase Disbursements

Typical disbursements for a Purchase:

Disbursement	Description	Fee	
Registers of Scotland	The fee payable to Land Registry to register any change affecting the property including a change of ownership.  If the law firm are not able to register the property electronically, the Land Registry fee quoted will increase.	<b>Purchase Price</b>	<b>Fee</b>
		£0-£50,000	£60
		£50,001-£100,000	£120
		£100,001-£150,000	£240
		£150,001-£200,000	£360
		£200,001-£300,000	£480
		£300,001-£500,000	£600
		£500,001-£700,000	£720
		£700,001-£1,000,000	£840
		£1,000,001-£2,000,000	£1,000
		£2,000,001-£3,000,000	£3,000
		£3,000,001-£5,000,000	£5,000
		£5,000,001+	£7,500
	Registration of the Standard Security.	£60	
Land and Buildings Transactions Tax (LBTT)	This is a tax levied on the purchase of a property. It is calculated depending on the portion of the purchase price that falls in to each rate band.  For example a £200,000 property would have tax of £1100 payable (2% of the £55,000 above £145,000).	<b>Purchase Price</b>	<b>Fee</b>
		Up to £145,000	0%
		£145,001 to £250,000	2%
		£250,001 to £325,000	5%
		£325,001 to £750,000	10%
		Over £750,000	12%