



# - HLR Notary -

Notary Public and Commissioner for Oaths

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## Fees

- a. Wherever possible, we will give you confirmation by email, text or telephone prior to the appointment of our fees and the applicable expenses/disbursements. We endeavour to provide a fixed fee for clients wherever possible. If this is not possible, we will provide an estimate of fees, disbursements and expenses to offer clients some certainty.
- b. Notarial practice guidelines state fees should be fair and reasonable. In assessing this, the Notary may have regard to all of the wider circumstances. As such HLR Notary fees may also include an additional element reflecting other factors including time spent, value, importance, flexibility, urgency, speed and complexity.
- c. Our hourly rate for work carried out is **£220 per hour**.
- d. Unless otherwise agreed, charges are based on
  - A minimum appointment charge of **£100**, assuming no more than one document is being dealt with;
  - Additional documents are charged at **£30** per document;
  - Additional signatories are charged at **£30** per signatory;
  - An additional **£70** is charged for home visits;
  - If you require a same day service and we are able to provide this, an additional expedition fee of **£50** is charged.
- e. The charges include preparation, attendance and post appointment activities such as completion of the Notarial Register.
- f. Disbursements are charged on top of our fees.
- g. If the coordination of legalisation is required then additional fees apply. Please refer to the heading 'Legalisation' on our website for the applicable charges.
- h. We charge **£125** for dealing with the HM Land Registry ID1 Form. This includes the post execution telephone conversation between the Notary and HM Land Registry.
- i. HLR Notary is not VAT registered.