



**Our Ref: DS/LAT/NLP/7735**

Date: 20<sup>th</sup> February 2026

Mr. Thamothersampillai Tharmarasa and  
Miss. Thushani Tharmarasa

[REDACTED]  
Kingsbury  
London  
NW9 8AP

Dear Mr T Tharmarasa & Miss T Tharmarasa

**RE: 383 Church Lane, Kingsbury, London, NW9 8JB**

Thank you for your instructions, which we are pleased to accept. This letter and the accompanying Terms of Business sets out the terms on which we will act for you.

### **Person responsible for your work**

Mr Dinesh Somasuntharam, a Solicitor and a Director, is responsible for your work and will be your day-to-day contact. Your matter will be overall supervised by Mrs. Chandra Somasuntharam, who is a Solicitor and the Managing Director of the firm.

The office is open 9.30am to 5.30pm from Monday to Friday. Should you wish to contact us during business hours, our telephone number and email address is shown at the head of this letter. For a personal visit, please make an appointment to ensure availability.

### **What you have asked us to do**

You have asked us to act for you on your proposed New Lease purchase and business of the above property from **(Landlord's Name)** for a nil premium. We will start by writing to the Landlord solicitors to say that we are acting for you and to request the Landlord's requirements.

### **The next steps**

- When we receive the Landlord's requirements from the Landlord solicitors, we will review it and advise you accordingly.
- We will apply for the relevant references and carry out the appropriate searches (e.g. local, drainage, environmental). Once all the search results are back, we will raise relevant enquiries with the Landlord's solicitors to check anything that needs to be investigated from the search results and from the contract papers.

- We will verify the loan documents (if applicable) and prepare replies accordingly.
- Set the date for exchange of contracts.
  
- We will then:
  - ✓ send you a ‘Report to Client’
  - ✓ invite you to a meeting to discuss the report and to sign the contract
  - ✓ arrange for you to transfer the deposit money to us
  
- Exchange of contracts will then take place. We will send your deposit to the Landlord’s solicitor and the completion date (when you will own the property) will be set.
- Between exchange and completion, we will:
  - ✓ carry out a ‘priority search’ – this lodges your interest in the property for 30 days, allowing time to complete the purchase.
  - ✓ send you a completion statement showing the final figure you need to pay
  
- After completion of your purchase, we will:
  - ✓ pay the Stamp Duty (if applicable)
  - ✓ register your title at the Land Registry (which generally takes a few months)
  - ✓ Once registration is complete, we will dispatch the Office Copies to you.

### **Timescales**

We estimate that completion of the purchase should take place on average within approximately 8-10 weeks. Please bear in mind that this is only an estimate and we depend on your prompt response to our requests for information. Similarly, we might encounter delay in obtaining service charge and ground rent information from your Landlord’s managing agents or solicitors. We are not responsible for any such delays. We cannot guarantee any particular completion date as it is affected by matters beyond our control. We are not responsible for any losses caused by completion delays.

### **What we will not do**

In a purchase of property, our searches and enquiries are specific to the particular property. Searches will not, for example, disclose planning proposals affecting any adjoining property or the neighborhood generally. Unless you specifically request in writing, we will not carry out any searches in respect of any neighboring or adjoining property nor in respect of the neighborhood generally, and such matters are exclusively your responsibility. If you do instruct us to carry out wider enquiries, this is at an additional cost, which we will be pleased to estimate at the relevant time. Further, please note the quote below regarding the Local Authority search has been prepared as a personal search opposed to a Council provided search. If either yourself or your lender requires a Council search the cost may be higher.

Furthermore, any work that we do for you may involve tax implications or necessitate the consideration of tax planning strategies. We will not advise you on the tax implications of a matter or the likelihood of them arising and you must obtain independent taxation advice from

someone qualified to give it. We are not qualified to advise you on the tax implications of a transaction that you instruct us to carry out, or the likelihood of them arising. If you have any concerns, please raise them with us immediately and we may be able to identify a source of assistance for you. We cannot advise on Stamp Duty Land Tax savings or avoidance schemes and we will not become involved in such matters under any circumstances.

Please also let us know if you require any trade contracts to be transferred to you on completion, such as Lottery, PayPoint, ATM etc by the Seller. However, please note we will **not** be carrying out any work in relation to the actual transfer itself with the relevant contract providers to your name, and this is a matter for you to deal with directly. Having said that, please note that it usually takes around 6-8 weeks for the Lottery transfer procedure to take place as they may require credit checks to be made against you. Therefore, it is up to you to ensure that you have been accepted prior to completion should you wish to carry on with these trade contracts after completing. We strongly suggest you make the necessary arrangements with regards to registering or transferring any trade contracts well in advance, prior to your anticipated completion date.

### **What it will cost**

The estimate of our charges in the above transaction is as follows:

Professional fees for acting for you (£2000.00 + VAT)	£ 2,400.00
Local Authority Search	£ 99.00
Indemnity Cover Charges (£200.00 + VAT)	£ 240.00
SDLT completion (£200.00 + VAT)	£ 240.00
Bank Charges & Handling (£30.00 + VAT)	<u>£ 36.00</u>
<b>Total</b>	<b>£ 3,015.00</b>

**Please may we have your remittance for £1,500.00 in order to carry out preliminary work.**

It is normal practice for law firms to request payment on account of costs and disbursements. We will keep this money on our firm's client account and your signature on the enclosed acceptance form is your irrevocable authority for us to apply this to our firm's invoices.

Please note that the above are only estimates including our professional fee, and we reserve the right to vary the same should further work be required such as first registration, transfer of licence and/or business, guarantor or if the transaction involves a company purchase/sale, tenancies, retention, underleases, deed of covenant, stock transfer/share certificate etc or if other unforeseen circumstances arise.

In addition, you may also incur additional charges if we are required to undertake further work above our general standard such as attending excessive telephone calls which will be charged per telephone call. Please be advised that this occurs only rarely. In such an event, we shall endeavour to inform you of any possible increase in our charges.

Furthermore, the estimate does not include items such as copy planning permissions or building regulation approvals, all of which may be essential for potential loans. Similarly, please be aware that your Landlord or the Managing Agent may also charge for the provision of essential information. We do not know how much this will be at this time, and any such charge will be in addition to those stated.

We review our charges on 1 January each year and we will let you know if they increase. All our charges are plus VAT.

Should the transaction fail to proceed to completion, then this firm's charges for the transaction will be such sum as is reasonable, having regard to the amount of work done by that stage in the transaction, together with VAT and any disbursements incurred. However, please note that the minimum abortive fee that we shall charge is £250.00 plus VAT.

Please be informed that in certain instances, we may have to deal with two firms of Solicitors; one for the purchase of the new Lease and the other for the surrender of the existing Lease. If this occurs, then our costs for dealing with this matter shall also increase.

### **Acting for Lender**

We are also acting for your proposed lender in this transaction. We have a duty to disclose all relevant facts about the purchase and mortgage to your lender. This includes any differences between your mortgage application and information we receive during the transaction, and any cash back payments, discount schemes or other incentives that a Seller is giving you. Your return of the signed acceptance form is your consent to us doing this. If you withdraw consent, we will cease acting for you.

### **Terms and Conditions of Business**

We enclose a copy of the Firm's Terms and Conditions. This letter and the accompanying conditions set out the terms upon which we are willing to deal with the transaction on your behalf. Please sign a copy of this letter and return it to us as confirmation that you accept these terms. Please note that without this confirmation we cannot start work on your matter.

We are also required by Law to verify on how you obtained funds for your proposed transaction for money laundering purposes. Therefore, together with the signed copy of the Engagement Letter and Terms of Business, please also provide evidence of your proof and source of funds. The statement must show the period and source of which the funds have accumulated. Please also note that we are only able to accept monies relating to the above transaction from your own account.

In accordance with the latest guidance issued by the Solicitors Regulation Authority and the Law Society on requirements to verify identity of firms in transactions, we will be providing our client account details in the very first instance in our client care letter as illustrated below. We will never disclose our client account details in an email so please do not ask us to do so

### **Cybercrime Security Measures**

We are committed to working to minimise the risks posed by Cybercrime to our clients, third parties and to our business. Scammers can hack into the email communications between clients and their solicitors. They then send the buyers an email, which appears to come from their solicitor, telling them to transfer the money into a different account. The fraudsters then withdraw the money and quickly disappear. Emails can be hacked fairly easily, and fake messages sent to recipients containing fraudulent details can often appear very real. Therefore, all email requests for payment or sensitive information should be double-checked with the sender, using a channel other than email, such as the phone.

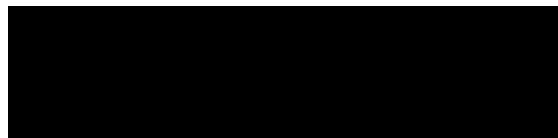
Please do not rely on email notification of payment requests or bank account changes without direct verbal confirmation from Soma Solicitors. Soma Solicitors will never change or supply our bank details via email. If you receive an email or suspicious telephone call informing you to make a payment or notifying you the change of the Bank Account details, please let us know immediately by telephone us using the contact details on our letterhead.

### **The new policy sets out Soma Solicitors' commitment to ensuring safe payments.**

1. If you receive a request for payment from us or before making a payment, you should call/visit us to confirm the request.
2. We will **verify your details and provide an authorisation code.**
3. **You should include this Authorisation code to your payment reference along with your file reference number when transferring funds.**
4. Please call us to confirm receipt of the transferred funds.

### **SOMA SOLICITORS CLIENTS ACCOUNT DETAILS**

Bank -  
Sort Code -  
Account No -  
Account Name -



When transferring the funds please quote **Our Ref: DS/LAT/NLP/7735**

***Soma Solicitors will not be responsible for any payment made without referring the correct authorisation code or for payments made to fraudulent bank accounts. Please ensure that you do not rely on email negotiation of bank account details without direct verbal confirmation from us. Therefore, please ensure all monies are only transferred to the account details mentioned above and upon receiving verbal confirmation from us. We will***

***not be providing bank details via email and will not accept responsibility if you transfer money into an incorrect bank account.***

### **What you must do**

In a purchase of property, the normal rule is 'let the buyer beware.' This means that the risk of structural or other defects is yours. We strongly advise you to obtain a structural survey of the property, from an independent and qualified buildings surveyor. This is particularly important in a leasehold purchase such as this, as the lease is likely to make you responsible for repairs. Whilst we have not yet seen the lease, it is likely to oblige you to put and to keep the property in repair and to allow the landlord access to prepare and to serve on you a schedule of dilapidations and demand compensation. We strongly advise you to ensure that the property is in good repair before you buy it as you will inherit responsibility for any existing disrepair.

Further, please ensure that you provide us with any information in relation to the Property and Business as we do not view the same ourselves. Please be informed that the Landlord/Seller's may not be aware of the responsibilities of maintaining the boundaries. Therefore, we advise you to go to the property and check all the boundaries, fences, driveways, shared access ways and also check the same are in good condition and make enquiries to see if there are any disputes or issues.

As previously mentioned, you must also make the necessary arrangements with regards to registering or transferring trade contracts should you wish to carry on with these trade contracts after completing.

Please contact us with your instructions once you have done this and let us know if you have any more concerns. If there are any disputes regarding the boundaries it will be difficult and expensive to resolve once you buy the property and may reduce the value of the property. We do not view the property, and so it is of utmost importance that you carry out a visual inspection and that you obtain professional advice from a qualified surveyor on its state of repair.

### **The next stages**

If you are happy to proceed with terms set out in the Client Care letter and our Terms of Business, please sign and return this Client Care letter, together with the enclosed Client Consent at your earliest opportunity in order for us commence your legal work.

We will keep you informed as matters progress. We want you to feel that you are informed and in control, so if there is any aspect of the firm's services, which you do not understand or feel uncomfortable about, please do not hesitate to contact any one of our team. If you have any more serious concerns, the firm has a written complaints procedure, details are set out in the attached Terms of Business.

You may rest assured that we shall do all we could to ensure that the transaction proceeds as smoothly and quickly as possible. If you have any queries or require any advice, please do not hesitate to contact us.

Please note the reference on the top of this letter must be quoted whenever you write or phone us.

Yours Sincerely,

*Soma Solicitors*

Dinesh Somasuntharam  
**SOMA SOLICITORS**  
[info@somasolicitors.co.uk](mailto:info@somasolicitors.co.uk)

**NB: Please sign the authority below and return it to us by return.**

**I/we confirm that I/we have read the above terms and understand them and sign below to accept them.**

**Signed:** .....

**Dated:** .....

**Print Name:** .....

**Signed:** .....

**Dated:** .....

**Print Name:** .....