

## ESTATE ADMINISTRATION

### Our team and basis of charging

Our team offers a wealth of experience in delivering high quality work in all matters relating to estate administration.

**We offer a bespoke service tailored to your needs.** Our charges are based on the time spent dealing with the matter only. We do not charge any percentage or value element. Our hourly rates for this work are:

Position	Hourly rate £	VAT @20% £
Partner	300 - 340	60 - 68
Chartered Tax Adviser – Planning & Advice	310	62
Senior Associate	270 - 290	54 - 58
Senior Probate Manager	290	58
Associate or Solicitor	190 - 230	38 - 46
Chartered Legal Executive	150	30
Chartered Tax Adviser – Compliance	175	35
Trainee Solicitor	125 -140	25 – 28
Trainee Legal Executive	150	30
Paralegal	140 - 150	28 - 30

The exact cost will depend on the work we are asked to do, how many hours work are involved and 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, several properties, foreign assets and multiple bank accounts, costs will be at the higher end.

All our fees are exclusive of VAT which is applied at the rate applicable at the time and is currently 20%.

We can help you through this difficult process by obtaining the grant of representation (probate). We will also undertake the collecting and distributing of assets.

In addition to our fees there will be disbursements, which are expenses related to your matter, that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smooth process.

It is not possible to set out the costs involved in dealing with every possible matter that might arise during the administration of an estate. Some matters are specifically excluded from the cost's information provided below. For more information about what is not included please see below under **“What isn't included?”**

### We provide two levels of service:

#### 1. Applying for grant of representation only

If Executors are able to commit time to dealing with the estate (i.e. obtaining probate valuations, collecting in all the assets, paying the liabilities and then distributing the estate) we can assist with the legalities of obtaining the Grant of Representation, allowing the Executors to deal with the remainder.

The fees below include advising on the terms of the Will, the executors' duties and calculating the Inheritance Tax (IHT) where appropriate.

Applying for the grant will usually involve **between** 15- and 20-hours work, and our fees will range from between £1950 and £6500 depending on the status of the person handling the matter, plus VAT:

Our guide fee range	VAT	Total (excluding disbursements)
1950	390	2340
6500	1300	7800

This fee does not include preparation of Income/Capital Gains Tax Returns, collection of assets, distribution of assets or preparation of estate accounts, advice on any Trusts contained within the Will, deeds of variation, sale of property or foreign assets.

In addition to our fees plus VAT, the likely disbursements/expenses include:

- Grant of Representation application court fee of £155, plus £0.50 for every copy of the grant of representation required. (No VAT)
- Copy Death Certificate - £11.00 for each copy. (No VAT)
- Bankruptcy-only search per UK beneficiary from £2.00 (No VAT)
- Bankruptcy-only search per foreign beneficiary from £75.00 per foreign beneficiary. Each country charges a different amount for this type of search and we will advise you accordingly where relevant. Whatever that charge is it will bear VAT at the UK rate (currently 20%).
- Trustee Act notices (in the London Gazette and relevant local papers) which protect against unexpected claims from unknown creditors, from £250 (approximately), plus VAT from £50.
- Land Registry Title copy fee of £3 per title. (No VAT)
- Unclaimed Asset Search £25 (inclusive of VAT) (£20.83 plus VAT of £4.17)

As part of our fee we will:

- Provide you with a dedicated and experienced probate lawyer 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 grant of representation application and the relevant HMRC (tax) forms.
- Draft a Statement of Truth for the Court
- Make the application to the Probate Court (HMCTS) on your behalf
- Obtain the grant of representation and securely send copies to you.

## 2. Dealing with the entire administration

For a more complex estate the Executors may wish to instruct us to deal with the entire estate. We have a Factsheet on the four stages in the administration of an estate – [click here to access it](#).

At the point of obtaining the Grant of Representation, we will review the matter and provide a further costs estimate at that time. This will be based on the time estimated to be spent on the remainder of the estate administration. We attempt to provide a cost estimate range at the outset, but this is based entirely on information that we have at that time, which can change during the course of the administration.

In some instances where our firm is appointed as Executors and there is no family, we will have to deal with everything associated with the estate until it can be distributed. This will include securing any property, advising beneficiaries, dealing with personal chattels. This is dealt with purely on a time spent basis using the hourly rates set out above. Once we have the information to obtain the Grant of Representation, we review the costs and advise the beneficiaries of the potential costs to complete the estate.

Our fees range from between £4000 (plus VAT from £800) for a simple estate worth in the region of £325,000 with one property and one beneficiary to fees that would start from £25,000 (plus VAT from £5000) for estates involving assets worth over £1 million with several beneficiaries, investments portfolios and properties.

When we first meet with you, we will obtain information about the estate that will enable us to give you a tailored fee estimate that takes account of all the factors. As the matter progresses, we provide updated costs information and monitor the costs throughout.

In addition to our fees plus VAT the likely disbursements/ expenses include:

- Grant of Representation application court fee of £155 plus £0.50 for every copy of the grant of representation required. (No VAT)
- Copy Death Certificate- £11.00 for each copy. (No VAT)
- Bankruptcy-only search per UK beneficiary from £2.00 (no VAT)
- Bankruptcy-only search per foreign beneficiary from £75.00. Each country charges a different amount for this type of search and we will advise you accordingly where relevant. Whatever that charge is it will bear VAT at the UK rate (currently 20%).
- Trustee Act notices (in the London Gazette and relevant local papers) which protect against unexpected claims from unknown creditors, £250 (approximately) plus VAT from £50
- Land Registry Title copy fee of £3 per title. (No VAT)
- Unclaimed Asset Search £25 (inclusive of VAT) (£20.83 plus VAT of £4.17)

Property and investment valuation fees may also necessary, but it is not possible to provide a realistic guide as to how much these will be as they will depend on the assets involved. Such fees are subject to VAT. We will provide details of such fees before they are incurred and only in agreement with you.

As part of our fee we will:

- Provide you with a dedicated and experienced probate lawyer 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 grant of representation application and the relevant HMRC (tax) forms.
- Draft Statement of Truth for Court
- Make the application to Probate Court (HMCTS) on your behalf
- Obtain the grant of representation and securely send copies to you.
- Collect and distribute all assets in the estate.
- Prepare estate accounts
- Obtain clearance from HMRC for inheritance tax, income tax and capital gains tax in conjunction with our chartered tax adviser or your accountant (who will charge their own fees)

### **How will long will the work take?**

On average, to fully administer an estate takes between 8 to 14 months.

Typically, obtaining the Grant of Representation takes 3 - 6 months and collecting assets and preparing the estate accounts then follows, which can take between 6 - 8 weeks. Once this has been done, we can distribute the asset, which normally takes 4-6 weeks.

However, it is important to note that this depends on how complex the estate is and how quickly other parties involved deal with the matter. Complexity may arise from family dynamics, missing beneficiaries, missing assets or unclear instructions.

[Click here to access](#) our Factsheet on the four stages in the administration of an estate.

### **What isn't included?**

The costs information provided above does not include estates where there is a dispute (see below), where business assets, agricultural property, foreign assets, on-going trusts or charitable beneficiaries are involved.

If there is a property, the above fees do not include the fees for dealing with any sale of that property and our property team can provide you with an estimate of their fees.

### **Disputed Estates**

The information we provide above does not cover any "contentious" element to the estate, i.e. where something is disputed. A dispute may arise, for example, where someone seeks to challenge the Will or bring a claim under the Inheritance (Provision for Family and Dependents) Act 1975 or where an issue arises in relation to a particular asset in the estate. Proceedings do not have to be issued for the matter to become contentious.

In these circumstances we will provide details of the likely costs and disbursements involved in dealing with the contentious/disputed aspect and refer you to our litigation team.

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