

## **Estate administration pricing**

We can help you through this difficult process by obtaining the Grant of Probate on your behalf. We will also undertake the collecting and distributing of assets.

How much does this service cost?

We charge a fixed fee of 2% of the gross probate value of the estate but with a minimum of £2,500. VAT (currently at 20%) is charged in addition, as are any disbursements.

Disbursements are costs 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 smoother process.

The typical disbursements in a probate case are:

- Probate court fee of £155 (no VAT).
- Each “office copy” of the grant issued by the court 50p (no VAT). This costs about £5 in total in a typical case.
- £5 for swearing of any affidavits that are required in connection with the application for the grant of representation plus £2 for each exhibit to it (no VAT).
- Bankruptcy-only Land Charges Department searches of £2.40 including VAT at 20% per beneficiary.
- Between £90 to £350 including VAT at 20% for “statutory advertisements” in the London Gazette and in a local newspaper or newspapers. These protect against unexpected claims from unknown creditors.

Inheritance Tax is payable at 40% on the value of a person’s “tax estate” (which may include more than the assets passing under their will) to the extent that it exceeds £325,000, subject to any applicable exemptions or reliefs.

### **Examples**

In a typical case where a person left £75,000 the total fee would be in the region of £3,375 made up as follows:

Our fees £2500 (minimum applies)

VAT £500

Disbursements (say) £375

In a typical case where a person left £250,000 the total fee would be in the region of £6,375 made up as follows:

Our fees £5,000

VAT £1,000

Disbursements (say) £375

In a typical case where a person left £1.5million the total fee would be in the region of £36,375 made up as follows:

Our fees £30,000

VAT £6,000

Disbursements (say) £375

In this case inheritance tax would most likely be payable in addition.

However in cases where the estate exceeds £1million please speak to us as we may be able to offer a discount on our usual fixed fee.

Disbursements are costs 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 smoother process.

As part of our fixed fee we will:

- Meet with you to advise on the terms of the deceased's will / intestacy provisions and discuss the duties of the executor(s) / administrator(s).
- Review the assets and liabilities and write the initial letters to banks, building societies, utilities (including council tax) and insurance.
- Submit statutory notices, if requested.
- Notify the beneficiaries of their entitlements under the will / intestacy and obtain identification.
- Draft probate application and inheritance tax forms. Calculate if there is inheritance tax to pay.
- Submit application to the Probate Registry to obtain grant of probate / letters of administration, once the probate application and inheritance tax form have been signed.
- Once probate is received, collect in the assets and pay outstanding liabilities.
- Pay any legacies or interim distributions to the residuary beneficiaries.
- Submit bankruptcy checks.
- Prepare estate accounts for approval by the executor(s) / administrator(s).
- Finalise the income tax position of the deceased.
- Pay out balance to residuary beneficiaries.

The following are not included in the fixed fee price:

- Property sale (if applicable).

- Deeds of variation for the beneficiaries.
- Business or farming advice (if applicable).
- Any investigations by HMRC into the deceased's lifetime tax affairs.
- Changes to legislation during course of estate administration.
- Trusts, including in which the deceased was a beneficiary as at the date of death.
- Trusts set up by the deceased under the will.
- Financial advice on the suitability of the disposal of assets in the estate.
- Personal taxation of estate beneficiaries.
- Restitution for long term care funding incorrectly paid to the deceased (if appropriate).
- Additional or certified copies of documents.
- Anything else not specifically identified in the scope of the fixed fee as set out above.

We (including colleagues in other departments) can assist with any of these aspects, if required.

On average, estates are dealt with within 12 months. The timescale may be longer than this due to factors outside our control. Typically, getting to the stage where it is possible to apply for the grant of probate takes around three months at the start of this process.

#### **Details of lawyers who may work on the matter**

<b>Name of individual undertaking the work</b>	<b>Qualifications</b>	<b>Status</b>	<b>Year Qualified</b>	<b>Complexity or type of issues they typically deal with</b>
Eleanor Evans	LLB, solicitor, TEP	Partner	2006	Complex and/or high value estate planning, probate, power of attorney and trust matters, including business or farming assets.
Austin Gill	LLB, solicitor, TEP	Senior Associate	2001	Complex and/or high value estate planning, power of attorney and trust matters, including business or farming assets, and international aspects.
Samantha Roberts	LLB, solicitor, TEP	Senior Associate	2009	Complex and/or high value estate planning, probate, power of attorney and trust matters,

				including business or farming assets.
Ceri Webster	LLB, solicitor	Associate	2014	Probate, estate planning, power of attorney and trust matters.
Nia Griffiths	LLB, solicitor, TEP	Solicitor	2016	Complex and/or high value estate planning, probate, power of attorney and trust matters, especially with farming assets.
Sarah Morgan	LLB, solicitor, student member of STEP	Solicitor	2018	Probate, estate planning, power of attorney and trust matters.
Lyndsey Gatheridge	LLB, graduate member of CILEX	Senior Paralegal		Probate, estate planning, power of attorney and trust matters.

### Details of supervisors

Name of individual undertaking the work	Qualifications	Status	Year Qualified	Complexity or type of issues they typically deal with
Matthew Evans	LLB, solicitor, CTAPS	Partner. Head of Private Wealth	2003	High value and complex disputed probate and trust matters.
Eleanor Evans	LLB, solicitor, TEP	Partner	2006	Complex and/or high value estate planning, probate and trust matters including business or farming assets.
Andrew Jones	LLB, solicitor, TEP	Senior Associate	1994	Complex and/or high value estate planning and trust matters, including business or farming assets, and international aspects.
Austin Gill	LLB, solicitor, TEP	Senior Associate	2001	Complex and/or high value estate planning, power of attorney and trust matters, including business or farming assets, and international aspects.
Samantha Roberts	LLB, solicitor, TEP	Senior Associate	2009	Complex and/or high value estate planning, probate, power of attorney and trust matters, including business or farming

				assets.
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