

### **Grant of Probate/Letters of Administration- Grant Only Application- Fixed Fee**

We can help you through this difficult process by making the application to obtain the Grant of Probate on your behalf. The following costs are on the basis that the deceased's assets are in England and Wales only, there is a valid will (original), there is no will but there is a clear line of beneficiary (for example a surviving spouse, children, grandchildren etc.), there is no claim made against the estate, there is no inheritance tax to pay and the executors or administrators do not need to submit a detailed account to HMRC.

#### **How much does this service cost?**

A fixed fee of £750 Plus VAT (Total £900.00) plus disbursements.

The disbursements shall be as follows:

- Probate Court fee of £300  
(for estates that are valued at more than £5,000)
- Additional copy Grants £1.50 per copy
- Recorded delivery charges approximately £5.00 (inclusive of VAT)

The above fees includes obtaining the grant only and does not include collecting in assets and distributing them. This firm's charges for collecting in assets and distributing them are charged on a time recorded basis (see this firm's charging rates below for all other Probate matters not falling within this category).

As part of our fixed fee we will:

- Provide you with a dedicated and experienced probate fee earner to work on your matter
- Identify the legally appointed executors or administrators and beneficiaries
- Accurately identify the type of Probate application you will require
- Complete the Probate Application
- Make the application to the Probate Court on your behalf

#### **How Long will this take?**

On average, the Probate Registry are currently working at a minimum of 16 weeks from the date of the application for Grants to be issued.

Prior to submitting the application, the executor or administrator is required to supply the probate fee earner dealing with your case the value of all the deceased's assets at the date of

death, details of any liabilities including funeral costs, any debts due to the deceased and any gifts made within the last 7 years.

### **Potential Additional Costs**

If there is not an original will or there are any complications as to who can act as the personal representative to deal with the estate then these will be discussed with you before any work on the application begins.

Dealing with the sale of any property is not included, however please see this firm's conveyancing costs or alternatively this firm can you provide you with a separate quotation.

### **Grant of Probate/Letters of Administration, collecting in assets and distributing the estate. All work carried out on a time recorded basis**

We anticipate this will take between 15- and 20-hours work. At the initial meeting the Probate fee earner will consider what the estate comprises of and at that time the probate fee earner will be in a better position to indicate the amount of time likely required dependent on the facts.

The hourly rates are dependent on fee earner experience between £134 (plus VAT at £26.80) and £272 (plus VAT at £54.40). Total costs estimated between £160.80 to £326.40 (including VAT) per hour.

Based on the above the total costs can range between £2,412.00 (including VAT) and £6,528.00 (including VAT) plus disbursements (see below).

The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property and no tax return to HMRC costs will be at the lower end of the range. If there are multiple beneficiaries, HMRC return, a property and multiple bank accounts, costs will be at the higher end.

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. Disbursements are in addition to the above professional charges. Typical disbursements are as follows:

- Probate application fee of £300.00 (on estates that are valued at more than £5,000) plus £1.50 for each additional sealed copy
- Bankruptcy - Land Charges Department searches £2.00 + VAT (£0.40) = Total: £2.40 per beneficiary
- Beneficiary Identity Check- approximately £4.67 plus VAT= Total £5.60 per beneficiary
- Recorded delivery charges approximately £5.00 (inclusive of VAT)

- Trustee Act notice in the London Gazette – Protects against unexpected claims from unknown creditors – approximately £108+ VAT (£21.60) = Total: £129.60
- Trustee Act in a Local Newspaper – This also helps to protect against unexpected claims. This price will depend upon the location and a quotation can be provided upon request. This notice is usually submitted when the deceased owned their own property.
- Asset search – £165 plus VAT
- Valuations of any property or personal possessions. This will depend on the asset and a quotation can be provided upon request.
- Specialist tax advice from an accountant including self-assessment income tax returns.

We will handle the full process for you. This quote is for estates where:

- There is a valid will
- There is no more than one property
- There are no more than 3 bank or building society accounts
- There are no other intangible assets
- There are no more than 3 beneficiaries
- There are no disputes between beneficiaries on division of assets. If disputes arise this is likely to lead to an increase in costs
- There are no claims made against the estate

#### **What is Included?**

- We shall provide you with a dedicated and experienced probate fee earner to work on your matter
- Identify the legally appointed executors or administrators and beneficiaries
- Accurately identify the type of Probate application you will require
- Complete the Probate Application
- Make the application to the Probate Court on your behalf
- Provide advice on the contents of any Will or the estate distribution on Intestacy (where the deceased did not have a Will).
- Providing advice and information to you regarding your responsibilities as a Personal Representative
- Assist with obtaining valuations of the assets and liabilities in the estate
- Submitting the IHT forms to HMRC (if applicable)
- Encashing the assets of the estate
- paying any liabilities out of estate funds
- assisting an appointed accountant with income tax or capital gains tax returns

- Preparing estate accounts
- Contacting all beneficiaries to advise about their inheritance and carry out bankruptcy searches and identity checks
- Distribute the estate

#### **Potential additional costs**

- If there is not an original will or there are any complications as to who can act as the personal representative to deal with the estate then these will be discussed with you before any work on the application begins.
- Further assets are discovered such as additional bank accounts, life insurance policies or shareholdings.
- Dealing with the sale of any property is not included, however please see this firm's conveyancing costs or alternatively this firm can provide you with a separate quotation.

In all cases we will explain all additional costs before any additional work is carried out on your behalf

#### **How long will this take?**

On average, estates that fall within this range are dealt with within 9-12 months. Typically, obtaining the grant of probate and dealing with formalities takes up to 6 months. Collecting assets then follows, which can take between 4-8 weeks. Once this has been done, we can distribute the assets.