



Administration of Estates

When someone dies an executor or administrator deals with their estate, and this can include obtaining a Grant of Probate or Administration. This can all seem rather complex and daunting which is why we can help you handle the process during this time of bereavement.

Administering an estate means dealing with that person's money, investments, property, possessions and debts they had at the time of their death, and ensuring that all debts (including taxes) are settled and then dividing the estate amongst the entitled beneficiaries.

If the person left a will the estate is distributed in accordance with the terms of the will, if the person died intestate (without a will) then the estate is distributed in accordance with the rules of intestacy. We can help with the whole administration process, or if preferred we can just obtain the Grant on behalf of the Executor so that he/she can then deal with the distribution of the estate.

We do not have a fixed scale of charges nor, unlike many banks, trust companies and some solicitors, charge fees on a percentage value of the estate. Every estate administration is different and our charges are based on the work that you want us to do and the time that we spend on the matter, for example, if there is an estate with one beneficiary, no property and a few bank accounts then our charges would be at the lower end of the range. If there are multiple beneficiaries, property and multiple bank accounts and investments then costs will inevitably be at the higher end.

Our hourly charging rate for estate administration is £245 plus VAT. There are also a number of disbursements (payments to third parties) that may be incurred during the course of the administration.

Additional Expenses in dealing with an estate:

HMCTS – probate fee*	£155.00
– additional copies of the Grant	50p each
Oath fee	£7.00
Section 27 Trustee Act 1925 Notice**	
— London Gazette	£62.15 plus VAT
— Local newspaper	£95.00 plus VAT (approx)
Electronic ID Search**	£6.00 plus VAT
HMLR – bankruptcy searches (UK only)**	£20.00 (per person)
Valuation fee (house/contents)***	
Financial Asset Search***	£135.00 plus VAT

*Please note that these fees are to increase in April 2019



** If required (these notices help protect against claims from unknown creditors and other unexpected claims)

*** If required

We usually handle payment of such disbursements on your behalf to ensure a smoother process.

We set out below an example of our average charges to obtain a Grant of Probate only. A full case specific estimate can be obtained by contacting us.

Example (to obtain Grant of Probate only)

Our averages charges (assuming that a valid will, no inheritance tax liability and there are no disputes or claims against the estate) would be £750 plus VAT, an oath fee of £7 and HMCTS probate fee of £155 plus £1 for 2 additional copies including

- An initial meeting with the Executor with one of our qualified solicitors
- Completing the HMRC Return of Information form (Form IHT205) based on information provided by the Executor
- Preparation of statement of truth or oath for the Executor
- Attending on the Executor to go through the papers and obtaining signature to the same
- Arranging swear of the oath (if applicable)
- Submitting application to the Probate Registry
- Obtaining the Grant of Probate and 2 copies for the executor to use.

Assuming also that, the Executor provided the information at the initial meeting together with the production of ID evidence, the process would take approximately 6 weeks to obtain the Grant and the executor would then deal with the administration of the estate. Obviously, should the Executor then wish us to wind up the estate then we would be happy to assist and provide an estimate of our charges to do so at that point.

We can, of course, handle the whole process from start to end dealing with estate administrations from the most straightforward to the most complex. Again, please contact us to discuss further and to obtain a case-specific estimate of our charges.