

## Option 1

We can help you by obtaining the Grant of Representation on your behalf.

On average, obtaining the Grant of Representation takes 3 - 6 months in a simple estate and 4 -10 months when a full Inheritance Tax account is required.

Our fees are:

(1)	Obtaining a Grant of Probate in a simple estate	£725.00 plus VAT
(2)	Obtaining a Grant of Letters of Administration	£875.00 to £1,375.00 plus VAT
(3)	Obtaining a Grant of Probate or Letters of Administration and a full Inheritance Tax Account is required	£550.00 plus VAT in addition to (1) or (2)

This includes: obtaining the Grant based on information you provide to us.

The disbursement in addition to our fee will be the Probate application fee of £155.00.

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:

- 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
- Obtain the relevant documents required to make the application
- Complete the Probate application and the relevant HMRC forms
- Draft a legal oath for you to swear
- Make the application to the Probate Court on your behalf
- Obtain the Probate and securely send two copies to you

## Option 2

We can help you through ascertaining the extent of the estate, obtaining the Grant of Probate, collecting and distributing the assets in the estate. We will handle the full process for you.

For this area of work we charge £220.00 per hour plus VAT and our costs for such a matter generally start at in the region of £2,500.00 plus VAT. However this is only an estimate based on a standard case and a full case specific estimate can be obtained by contacting us.

Our fee covers estates where:

- There is a valid Will
- The executors are not the Partners in this firm
- There is no more than one property
- There are no more than five bank or building society accounts
- There are no more than four 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 is no Inheritance Tax payable and the executors do not need to submit a full account to HMRC
- There are no claims made against the estate

The exact cost will depend on 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, a property and multiple bank accounts, costs will be at the higher end.

Disbursements in addition to this fee will be:

- Probate application fee of £155.00 + £1.50 per additional copy
- Bankruptcy – only Land Charges Department searches (£2.00 per beneficiary)
- £69.50 (plus VAT)(approx) Post in The London Gazette – protects against unexpected claims from unknown creditors.
- £65.00 (plus VAT)(approx.) Post in a Local Newspaper - This also helps to protect against unexpected claims.

The disbursement in addition to our fee will be the Probate application fee of £155.00.

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.

#### *Potential additional costs*

- If there is no Will
- If the estate consists of any shareholdings (stocks and bonds) and business assets
- If there is Inheritance Tax payable
- If there is a Will and the Partners in this firm are appointed as executors
- Dealing with the sale or transfer of any property in the estate is not included.

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

On average, estates that fall within this range are dealt with within 12 -24 months. Typically, obtaining the Grant of Representation takes 12-20 weeks. Collecting the assets then follows, which can take between 4-8 weeks. Once this has been done, we can generally within the next 8 weeks look to pay any pecuniary legacies included in the Will, any liabilities and administration expenses to date and interim distributions to the residuary beneficiaries of the estate. Providing all assets in the estate have been realised and which may include any property having been sold, we then look to prepare the estate accounts. This can take 4-12 weeks. Once prepared and approved by all relevant parties we can then look to finalise the administration of the estate. Please be aware that these are only very approximately timescales and can vary enormously from estate to estate.