

PROBATE AND ADMINISTRATION FEES

As solicitors with a wealth of experience dealing with probate and estate administration, you can rest assured that your case will be handled with the utmost sensitivity and compassion.

As specialist solicitors, we use our expertise to complete the administration process swiftly and efficiently, and to the correct standard.

Your case will be handled by Emma Muldoon, who is a qualified solicitor and Partner and has 17 years of experience in probate and administration services.

As all cases are different, we tailor our services to meet your specific requirements.

- We offer a fixed fee for a '*grant only*' service, which means we will complete the application for the grant of representation only, but not any other administration activities.
- We also offer a '*full administration*' service, which means we will undertake the entire administration of the estate from beginning to end, including the preparation of final estate accounts and distribution to beneficiaries.

Please refer to Guide to Probate and Administration ([link](#)) which will provide you with a full and comprehensive guide to the probate and administration including:

- Types of application – Grant of Probate and Grant of Letters of Administration
- What's involved;
- The application of Inheritance Tax;
- Time frames for completion; and
- Causes of potential delays

Our Fixed Fee Service

The costs for our fixed fee service is: £2,500 (not including VAT)

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. These include

Court Fee payable to obtain a grant of representation (£5000 otherwise no fee)	£273.00 (If value of estate exceeds £5000 otherwise no fee)
Fees for each additional copy required	£1.50p
VAT payable	£500.00
Total Costs	£3,274.50

Our fixed fee service assumes that:

- You will provide us with written and professional valuations of all of the assets within the estate and evidence of all of the liabilities;
- In the case of a married person, that the gross estate does not exceed 1 million pounds and passes to the surviving spouse
- In cases of unmarried persons, that the gross estate does not exceed £325,000;
- In the case of a widow, that their estate does not exceed £650,000 and their deceased spouse left his or her estate to them; and
- There are no challenges to the grant being issued for example, a caveat entered by a third party to prevent or obstruct the grant being issued
- The deceased did not make gifts exceeding £3000 per annum in the 7 years prior to their death of give away assets but continue to retain the benefit of them
- The deceased was not the beneficiary of a trust fund of settlement;
- There are no disputes between the executors

This service includes:-

- A meeting with an experienced probate solicitor to discuss with the estate and answer any question;
- Checking and perusing the original will and identifying issues with the same (if applicable) which may cause problems with the application;
- Preparation of a probate schedule of assets and liabilities;
- Preparation of and submission of Inheritance Tax account (Form IHT205);
- Preparation of and submission of application to transfer nil rate bank (IHT 217) of applicable;
- Preparation and submission of application for grant;
- Preparation and service of notice to executor to whom power is to be reserved;

- Dealing with reasonable requisitions of the probate registry (not including affidavits or statement of knowledge and approval and plight and condition); and
- Delivering the original grant to executors or administrators together with official copies

Provided we receive information from you in a timely manner, we would expect the process of obtaining a grant of representation using this service to be 4-5 weeks.

Please note that there are currently delays with HM Courts and Tribunal Service due to the Covid-19 pandemic resulting in standard and straight-forward applications taking a minimum of 8 weeks to complete after submission

Our Full Administration Service

The full administration service we provide not only applying for a Grant of Representation, by also collecting all the assets and selling property, paying all inheritance tax or other liabilities due and distributing the estate to the appropriate beneficiaries. At the end of the administration protecting the position of the executors or personal representatives. We will handle to whole process for you irrespective of the complexities which may arise, as which are explained in our Guide to Probate.

Our fees for our full administration service are 2-2.5% of the gross value of the estate not including VAT.

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. These include: -

Court Fee payable to obtain a grant of representation	£273.00 (If value of estate exceeds £5000 otherwise no fee)
Fees for each addition copy required	£1.50
Total Costs of disbursements	£274.50

The service includes:

- A meeting with an experienced probate solicitor to discuss the estate and answer any question;
- Checking and perusing the original will and identifying issues with the same (if applicable) which may cause problems with the application;
- Preparation of a probate schedule of assets and liabilities; Receiving documentation relating to the assets and going through the same; scheduling assets and debts where appropriate
- Writing to authorities and institutions to confirm the extent of assets and ascertaining values at date of death;
- Obtaining valuations of residential and investment properties;
- Obtaining valuation of business assets
- Obtaining valuation of stock and securities
- Settling funeral account
- Preparation of and submission of Inheritance Tax account (Form IHT205 or IHT400);
- Applying for Residence Nil Rate Band
- Applying for business property relief /agricultural relief (as applicable)
- Assessing Inheritance tax due
- Liaising with creditors of the estate including mortgagees;
- Preparation and submission of application for grant;
- Preparation and service of notice to executor to whom power is to be reserved;
- Dealing with reasonable requisitions of the probate registry including affidavits or statement of knowledge and approval and plight and condition);
- Settling Inheritance tax or advising on funding as the case may be
- Delivering the original grant to executors or administrators together with official copies
- Writing to HM Land Registry and submitting death certificate for amendment to deeds (if applicable)
- Arranging sale of shareholdings via stockbroker and cashing in investments
- Closing accounts and completing necessary estate indemnity forms as appropriate
- Receiving and checking balance of funds due to the estate, banking the same and entering into Cash Account
- Liaising with charities where applicable
- Preparing Estate Account and Distribution Account
- Distributing to beneficiaries named in will
- Verifying identification and obtaining receipt from beneficiaries

- Preparing Deeds of Appointment and Retirement of Trustee (minor beneficiaries)
- Storing original grant

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

How long will this take?

Please refer to our Guide to Probate and Administration for time estimates and the factors that will influence time estimates see (link) [Guide to probate and Administration](#).