

## Applying for the Grant, collecting and distributing the assets

### Our Team

Our team is made up of two solicitors with 33 years and 15 years of post qualification experience. The team is supervised by Clive Marquis-Carr (Partner/Member) who has 33 years post qualification experience in Conveyancing, Wills and Probate.

### Legal Fees

When we are dealing with the administration of estates our charges are based on the amount of time which is spent dealing with your matter. We do not base our charges on a percentage of the value of the estate.

Dealing with the administration of an estate can take between 8 and 60 hours of work at £200.00 per hour plus VAT.

The total legal fees can be estimated at between £1,920.00-£14,400.00 including VAT.

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 higher.

### Factors which affect the amount of time involved and the costs estimate include: -

- Whether there is a valid will
- The contents of the will e.g. are there any trusts
- The number of and location of beneficiaries
- Whether there are any minor beneficiaries or beneficiaries with a disability
- If the firm is appointed to act as Executors
- The number of properties
- The number of bank or building society accounts
- The number of shares and investments
- Whether there are any business or agricultural assets
- Whether there are other intangible assets
- Whether there are any assets held abroad
- Whether Inheritance Tax is payable
- Whether the estate has to be registered with HMRC as a complex estate
- Whether a search for assets if necessary
- If the deceased was subject to a Lasting Power to Attorney or Deputyship Order
- Whether there are any outstanding income tax issues
- Whether the deceased made any gifts

We will handle the full process for you and we can give you a more accurate quote once we have full information regarding the estate.

### 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.

Likely Disbursements which will be payable are: -

1. Probate application fee of **£155.00** plus **£0.50** per official copy of grant of probate
2. Swearing of the oath (per executor) **£7.00**
3. Anti Money Laundering Check (per executor) **£4.80**
4. Bankruptcy-only Land Charges Department searches (per beneficiary) **£2.00**
5. Post in The London Gazette – Protects against unexpected claims from unknown creditors **£200.00**
6. Post in a Local Newspaper – This also helps to protect against unexpected claims **£100.00**
7. Valuation Fees – Property **£180.00-£300.00** including VAT; Shares **£60.00-£72.00** including VAT

### **Potential Additional Costs**

- Inheritance Tax. For further information about the amount of Inheritance Tax which may be payable you can use HMRC IHT Tax calculator. Which can be found on at [www.gov.uk](http://www.gov.uk)
- Dealing with the sale or transfer of any property in the estate.
- Deed of variation
- If there are disputes/claims against the estate
- Registration of Trusts
- Ongoing managements of trusts
- Tax returns
- Deed of Appointment

### **As part of our Fixed Fee we will: -**

1. Provide you with a dedicated and experienced probate solicitor to work on your matter
2. Identify the legally appointed executors or administrators and beneficiaries
3. Accurately identify the type of Probate application you will require
4. Obtain the relevant documents required to make the application
5. Complete the Probate Application and the relevant HMRC forms
6. Draft a legal oath for you to swear
7. Make the application to the Probate Court on your behalf
8. Obtain the Probate and securely send two copies to you
9. Collect and distribute all assets in the estate

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

On average, estates are dealt with within 6-12 months. Typically, obtaining the grant of probate takes 2-3 weeks from all information being available. Collecting assets then follows, which can take between 4-8 weeks. Once this has been done, we review the case and advise on any tax payable for the administration period and we can then distribute the assets, which normally takes 4-6 weeks. If we are acting as Executors then it is likely that we will not be able to distribute until six months after the date of the grant of probate.

We have outlined an estimate of costs above. If you wish to discuss your case then please contact us and we will be able to provide a specific costs estimate for your matter. If you decide to instruct us then full costs information will be given at the beginning of your matter.