



## Probate & Administration of Estate

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### Full Administration of Estate

If we are dealing with the administration of the entire estate, the process can take between 6 to 9 months. The key stages are:-

1. Taking your instructions
2. Obtaining valuation of the Estate
3. Identifying the type of probate application necessary
4. Preparation of Oath and HMRC documents
5. Organising for you to swear the oath
6. Submit application to the Probate Court
7. Obtain Grant and send you copies.
8. Provide the Grant to financial institutions
9. Collect all assets in the Estate
10. Prepare Estate Accounts
11. Distribute the Estate

Our fees are based on hourly charging rates ranging from £255 to £180 plus VAT. It is difficult to provide an estimate for dealing with the administration of an Estate because each Estate is different and has its own issues. However, we should be able to give a more detailed costs estimate once we reach the Grant of Probate stage. In any event, our fees will never be more than 1.5% plus VAT of the Estate value.

If there is no Will, there will be additional work involved which is usually in the region of £300 to £500 plus VAT.

The disbursements payable for fully administering an estate are:

Probate Court fee	£155
Oath Fee (per executor)	£7
Veriphy ID check (per name)	£4.80 (inc. VAT)
Additional copies of the Grant of Probate	£0.50 per copy
Bankruptcy searches (per person)	£2
Advertisement in the London Gazette	Between £100 - £300
Advertisement in a local newspaper	Dependent upon charge made by the publication

Land registry fees	£3 per document
Stockbrokers/accountant/agents fees	To be advised

If we deal with the sale of any properties within the Estate, this will be handled by our very experienced conveyancing team. Fees will be £1,500 plus VAT and disbursements.

**If you have any questions or would like to use one of our Probate services, please contact us on 01892 537311.**