

Private Client - Estate Administration – Fixed Fee

Our Fixed Fee service applies where we are only instructed to obtain the Grant of representation in the estate rather than administer the entire estate (for which see the section on Estate Administration Full Service).

- Based upon an orthodox and straightforward transaction our charges will be £750 plus VAT.
- In the event that we are required to do any work outside that scope, we will inform you of the same. In the event that you continue to instruct us in relation to that work, in the absence of any agreement to the contrary our charges will be calculated by reference to the time spent by the partners, and other executive staff, who may deal with this matter. This includes advising, attending on you and others, dealing with papers, correspondence, telephone calls, travelling and waiting time. The time is charged in 6 minute units.
- Our charges are based on the hourly charging rates for the various members of the Private Client Team as set out below
- There will be other costs on top – usually referred to as disbursements. These are fees and charges we will need to pay on your behalf as part of the process. These will include some or all of the following:

Case Type	Cost
<i>Probate Court Fee (plus 50p per sealed copy)</i>	£155
<i>Section 27 Notice Fees (est)</i>	£200
<i>Land Registry Fees (per title)</i>	£3.00
<i>Company Search Fees (per document)</i>	£1.00-£4.00
<i>Copy Birth/Death/Marriage Certificate</i>	£9.00-£30.00
<i>Bankruptcy Searches (per search)</i>	£2.00
<i>Travelling expenses (per mile)</i>	£0.45
<i>Photocopying set fee</i>	£10.00

The Private Client Team members who may work on your matter, their status and hourly rates are:

Name	Position	Fee per hour
<i>Andrew Hasnip</i>	<i>Partner (Qualified: 1996)</i>	<i>£245</i>
<i>Ellie Holland</i>	<i>Partner (Qualified: 2006)</i>	<i>£200</i>
<i>Ann-Marie Aston</i>	<i>Partner (Qualified: 2011)</i>	<i>£200</i>
<i>Andrew Rimmington</i>	<i>Consultant Solicitor (Qualified:1983)</i>	<i>£185</i>
<i>Jodi Flint</i>	<i>Associate Solicitor (Qualified: 2003)</i>	<i>£192</i>
<i>Sophie Fenn</i>	<i>Associate Solicitor (Qualified: 2011)</i>	<i>£185</i>
<i>Lucy Cox</i>	<i>Assistant Solicitor (Qualified: 2014)</i>	<i>£160</i>
<i>Nicola Pitt</i>	<i>Assistant Solicitor (Qualified: 2018)</i>	<i>£160</i>
<i>Paul Southall</i>	<i>Legal Executive (Qualified: 2005)</i>	<i>£160</i>
<i>Verity Shepherd</i>	<i>Legal Executive (Qualified: 2009)</i>	<i>£160</i>
<i>Jessica Groombridge</i>	<i>Trainee Legal Executive</i>	<i>£120</i>
<i>Trainee Solicitor</i>	<i>Varies</i>	<i>£110-150</i>
<i>Balinder Aujla</i>	<i>Paralegal</i>	<i>£100</i>
<i>Sarah Cleeton</i>	<i>Legal Assistant</i>	<i>£111</i>
<i>Paralegal</i>	<i>Varies</i>	<i>£70-100</i>

- Our costs are based on the assumption that the estate is relatively simple, all assets and beneficiaries are based in the UK and that there are few, if any, assets that would complicate the process or lengthen the time estimates and there is no Inheritance tax payable in the estate nor is a full Inheritance Tax Form 400 required.
- To explain what is actually involved in an estate administration, we will first need to obtain valuations of all the estate assets and details of all of the liabilities. The papers leading to a Grant of Representation will then be completed from this information. The papers will then need to be sworn by the personal representatives

Timescales

- It is not possible to be specific as to how long it will take to obtain the Grant of Probate due, in part, to the fact that we are dependent on third parties to provide us with information before the application can be made. From experience, we would expect to be in a position to have made the application for the Grant within 3 – 6 months.