

## Private Client - Estate Administration - Full Service

Estate Administration is the collection and distribution of money, property and other assets belonging to a person following their death where these are in the UK. Separate charges may apply if the matter is or becomes contested.

- In the period 1/11/17 – 31/10/18 we acted in 131 Estate Administrations. The lowest fee charged was £225 and the highest £31,898 giving an average cost of £4792 + VAT.
- Our estimate of the overall fee, based on previous matters handled, is that it will not exceed 2.5% of the Gross Value of the Estate for Inheritance Tax purposes plus VAT and disbursements. We will be able provide you with a more accurate cost estimate once the full extent of the Estate has been established.
- The above figures are indicative only. The actual cost to you will depend on a number of factors including the size and composition of the estate and the number of beneficiaries of it. We will discuss this with you if you decide to instruct us.
- 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:**

<b>Name</b>	<b>Position</b>	<b>Fee per hour</b>
<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
- 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 and if Inheritance Tax is payable, arrangements will need to be made regarding this.
- Once the Grant of Representation has been obtained, we can collect in the estate assets, pay the liabilities including the funeral account, any other bills, Probate Court fees and any legacies and make a distribution of the residuary estate. Estate accounts detailing all the transactions in the estate can be settled as soon as all transactions relating to the estate have been completed and any final Inheritance Tax liability has been agreed with the Inland Revenue.
- We may also, if instructed, deal with any Income Tax and/or Capital Gains Tax liability to the date of death and for the administration period.

### **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.
- Once we have obtained the Grant we are generally in the position to collect the estate assets and pay the liabilities within a further 3 – 6 months. However it could take as long as 12 - 18 months to complete the administration, particularly if there are delays in us receiving information required from third parties or if the estate is complex.
- If there is a property comprised in the estate, and if it is to be sold, we are dependent on finding a buyer and for the sale process to be completed. The estate cannot be finalised until the house has been sold.