

Scale of charges

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 (Estate Administration: Full Service). Based upon an orthodox and straightforward transaction, our charges are £1050 plus VAT @ 20% (totalling £1260) or £1400 plus VAT @ 20% (totalling £1680) if we engage in correspondence with asset holders.

We will inform you before undertaking any work that falls outside that scope. If you instruct us to continue, 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 the matter. This includes advising, attending on you and others, dealing with papers, correspondence, telephone calls, travelling and waiting time. Time is charged in 6 minute units.

Our costs are based on these assumptions:

- That the estate is relatively simple
- All assets and beneficiaries are based in the UK
- There are few, if any, assets that would complicate the process, or lengthen the time estimates
- 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 need to be signed by the personal representatives.

Other costs will be incurred, usually referred to as disbursements which 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 | Cost (inclusive of VAT) |
|--|---------------|-------------------------|
| Bankruptcy Searches (per search) (plus VAT@ 20%.) | £2.00 | £2.40 |
| Company Search Fees (per document) | £1.00-£4.00 | |
| Copy Birth/Death/Marriage Certificate | £12.50-£38.50 | |
| Land Registry Fees (per title) (plus VAT@ 20%.) | £3.00 | £3.60 |
| Photocopying set fee (plus VAT @ 20%.) | £10.00 | £12.00 |
| Probate Court Fee (plus 50p £1.50 per sealed copy) | £300 | |
| Section 27 Notice Fees (est) | £200 | |
| Travelling expenses (per mile) | £0.45 | |
| Matter opening fee (plus VAT@ 20%.) | £50.00 | £60.00 |

Timescales

It is not possible to be specific as to how long it will take to obtain the Grant of Representation 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.

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

As of 1 May 2024, our hourly charging rates for new matters are shown below.

| Position | Fee per hour | Fee per hour (inclusive of VAT) |
|----------------------------|--------------|---------------------------------|
| Partner | £285 | £342 |
| Consultant | £315 | £378 |
| Senior Associate Solicitor | £235 | £282 |
| Associate Solicitor | £225 | £270 |
| Solicitor | £160 - £180 | £192-£216 |
| Legal Executive | £185 | £222 |
| Trainee Solicitor | £140 | £168 |
| Paralegal | £140 | £168 |
| Legal Assistant | £126 | £151.20 |