

## **Probate/Letters of Administration Cost Guide**

**(Version updated 26<sup>th</sup> September 2024)**

This cost guide is based on probate work in relation to uncontested cases where all the assets and beneficiaries are in the UK and there are no stocks shares or investments other than with NS & I. This includes both testate (i.e., with a Will and Grant of Probate is needed from the Probate Court to enable the Executors to deal with the assets) and intestate (i.e., there is no Will, and a Grant of Letters of Administration is needed from the Probate Court to enable the Executors to deal with the assets) and applies to non-taxable estates only.

### **Example Instructions:**

#### **Full Estate Administration**

##### **(Applying for the Grant, collecting and distributing the assets)**

We anticipate this will take between 16 and 40 hours work at between £163 - £261 per hour plus VAT at 20%, being the hourly rates of those who may work on the matter. (£163 per hour paralegal and £261 solicitor hourly rates) Costs of time estimated at £2,608 - £10,440 +VAT at 20% of between £521.60 to £2,088 (totals £3,129.60 - £12,528 including VAT)

In addition to the hourly charging rate above, we charge a “Value Element” which reflects our responsibility in fully administering the estate of the deceased. The Value Element is calculated at a rate of 1.5% of the estate value excluding any freehold/leasehold property. Such property will attract a Value Element charge of 0.75 % of the probate value where one or more of our directors is an Executor. (A lower Value element of 1% of the estate value excluding any freehold/leasehold property will apply where we are not Executors. In such circumstances such property will attract a Value Element charge of 0.5% of the probate value).

For example, of the Value chargeable where one or more of our directors is an Executor:

Where cash assets of £50,000 the charge would be £750 + VAT at 20% of £150 (totals £900 including VAT)

Where cash assets of £50,000 plus a property value at £150,000 the charge would be £1875 + VAT at 20% of £375 (totals £2,250 including VAT)

#### **Example range of total costs including VAT £4,029.60 - £14,778.00 plus Disbursements (see below)**

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 at the higher end.

We will handle the full process for you. This estimate is for estates where:

- There is a valid Will, or it is an intestacy situation where family members are clearly identified and known
- There is no more than one property
- There are no more than 6 bank, building society or NS & I accounts
- There are no other intangible assets or assets abroad
- All beneficiaries and legatees are clearly identified and known and no more than 4 in number and all reside in England
- There are no disputes between beneficiaries on division of assets or Executors/Administrators as to the manner of administration of the estate. If disputes arise this is likely to lead to an increase in costs
- There is no inheritance tax payable and the executors/administrators do not need to submit a full account to HMRC
- There are no claims made against the estate

#### **Disbursements not included in this fee:**

- Probate application Court fee of £300 plus £1.50p for each Office Copy of the Grant (1 per asset usually)

- Bankruptcy-only Land Charges Department searches (£2 per beneficiary or legatee – at the outset and on any distribution)
- £118.80 including VAT. – Statutory Notice to Creditors in The London Gazette – Protects against unexpected claims from unknown creditors.
- £161.75 including VAT - Statutory Notice to Creditors in a Local Newspaper Thanet papers only (The cost depends on the local newspaper in question) – This also helps to protect against unexpected claims.

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.

### **Potential additional costs/payments**

- If there is no Will or the estate consists of any share holdings (stocks and bonds) there is likely to be additional costs that could vary significantly depending on the estate and how it is to be dealt with. We can give you a more accurate estimate once we have more information.
- Dealing with the sale or transfer of any property in the estate is not included.
- Although this example is for a case where no Inheritance Tax will be payable, please note that Income tax and /or Capital Gains Tax may be payable by the Executors.

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

On average, estates that fall within this range are dealt with within 12 -16 months. Typically, obtaining the Grant of Probate takes 8 – 11 months. Collecting assets then follows, which can take between 1 – 2 months. Once this has been done, we can distribute the assets, which normally takes 1 – 2 months.

### **As part of our services, we will:**

- Provide you with a dedicated and experienced probate solicitor or paralegal to work on your matter
- Identify the legally appointed executors or administrators and beneficiaries
- Accurately identify the type of Probate application you will require
- Obtain the relevant documents and information required to make the application
- Complete the Probate Application and any relevant HMRC forms
- Draft the legal statement for the Executors/Administrators to sign
- Make the Application to the Probate Court on your behalf
- Obtain the Probate
- Collect and distribute all assets in the estate as required by the Will or the Laws of Intestacy

We do not currently offer any Fixed Fee Services for obtaining a Grant or for Estate Administration