

Probate and Estate Administration Pricing Information

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Pricing Information

Losing a loved one is a difficult and distressing time. It can be made more difficult by having to deal with the legal processes following a loved one's death.

HCC Solicitors' experienced Probate and Estate Administration Team can help make this difficult time easier by helping with those legal processes.

Below is some information about the services we offer and what those services might cost.

HCC Solicitors only deal with uncontested probate and estate matters where all the assets are in the UK.

Obtaining a Grant Only

Obtaining a Grant of Probate (where there is a will) or a Grant of Letters of Administration (where there is no will) is the process of obtaining the legal authority to deal with the estate of the deceased. The people given this authority are called the Executors (where there is a will) or the Administrators (where there is no will).

We can obtain the Grant on your behalf. If you chose this service we will:

- Identify the executors or administrators and beneficiaries;
- Identify the type of Probate application you will require;
- Obtain the relevant documents required to make the application;
- Complete the Probate Application;
- Make the application to the Court on your behalf;
- Obtain the Grant send the necessary number of copies to you.

When the grant is issued by the Court the executors or administrators will be responsible for administering and distributing the estate.

How much does this service cost?

Where no tax return is required we can offer a fixed fee:

- Fixed fee - £1,000 plus VAT; plus
- Court fee - £300; plus
- Disbursements in the table below if required.

If Inheritance tax needs be paid on the estate then an appropriate inheritance tax return must be completed for HMRC. If this is required then we will let you know. We can prepare the tax return for you but there is an additional charge for this service on top of the fixed fee. The additional charge is calculated on an hourly rate basis. An estimate of the cost involved in dealing with the tax return will be provided to you.

The inheritance tax itself is payable in addition to any quote for our fees that we have provided.

How long will this take?

A typical timescale for this service would be 20 – 24 weeks. However, it is not possible to guarantee how long it will take because we are reliant on others, particularly the Probate Registry and HMRC. We will keep you updated as the application progresses.

Estate Administration

Estate administration is the process of dealing with the deceased's estate after a Grant has been obtained. This is the responsibility of the executors or administrators.

Our team can undertake the estate administration for you.

If you chose this service then this may include some of all of the following:

- Identify, verify and value the assets and liabilities in the estate;
- Identify and correspond with all financial institutions, statutory bodies, organisations and individuals relevant to the estate throughout the administration of the estate;
- Identify and correspond with the beneficiaries as instructed by the personal representative throughout the administration of the estate;
- Gather and transfer all assets of the estate as appropriate to carry out the administration of the estate in accordance with the instructions of the personal representatives;
- Pay and discharge all debts and liabilities of the estate from the funds within the estate;
- Prepare accounts of the estate for the approval of the personal representative and beneficiaries; and
- Distribute the estate to the beneficiaries in accordance with the rules of intestacy.

If there is property in the estate:

- Ensure that building and contents insurer is aware of the change in circumstances and arrange that appropriate insurance is in place at a cost to the estate;
- Where required, arrange for Royal Mail postal redirection of mail to our offices for the period of administration at the cost to the estate;
- Arrange for appropriate valuation of the property to meet with HM Revenue and Customs requirements at the cost of the estate;
- Arrange for third parties to provide specialist property services as agreed by the personal representatives at a cost to the estate; and
- Arrange for the instruction of a specialist conveyancer to transfer or sell the property at the cost of the estate.

If you have asked us to obtain the grant as well then our charges for estate administration are separate from and in addition to our charges for obtaining the grant.

We charge on an hourly basis for our estate administration service. As each estate administration is different the cost will vary from estate to estate.

For a typical estate without too much complexity fees can be in the region of £3000 - £5000 (plus VAT) and plus disbursements as detailed below. A typical estate would include bank accounts, limited assets such as a pension and a property. The beneficiaries would all be known.

The cost of estate administration would tend to be higher where factors such as the following are involved: multiple properties, a business, tax issues, claims against the estate, a search for beneficiaries.

We will be able to provide an estimate of the likely cost after speaking to you and when we are aware of the assets involved and the complexity of the estate.

How long will this take?

A typical timescale for an estate of normal complexity would be 6 – 18 months. However, the time taken for full estate administration can vary a lot depending on the same factors explained above. We will ensure you are kept up to date as the administration of the estate progresses.

Disbursements – For Both Obtaining a Grant and Estate Administration

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of disbursements on your behalf to ensure a smoother process.

Disbursements which we would expect to be incurred in relation to probate and estate administration work are listed below.

Disbursement	Estimated cost (exc.VAT)	VAT	Estimated cost (inc.VAT)
Will Search	£105	£21	£126
Asset and Liability Search	£195	£39	£234
Land Reg Search Fee	£7	N/A	£7
4 Sealed Copies of the Grant	£1.50 per copy	N/A	£6
Bankruptcy searches	£6 per beneficiary per distribution	N/A	£6 per beneficiary per distribution
Gazette advert – London gazette not likely to be needed for our Grant only service	£92	£18.40	£110.40
Gazette advert – local paper (varies depending on location)	£60 - £180	£12 - £36	£72 - £216