

**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.

Our estimate of an 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 a more accurate cost estimate once the full extent of the Estate has been established.

Between 22/03/19 and 22/03/21 the lowest fee charged was £950. The highest fee was £14,656, and the average fee was £3,580. All fees were plus VAT. The actual cost to will depend on a number of factors including the size and composition of the estate and the number of beneficiaries of it, so these figures are indicative. We discuss fees, in full, when we receive and instruction.

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 be completed from this information. These papers will 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 the estate assets, pay the liabilities including the funeral account, any other bills, Probate Court fees, any legacies, and make a distribution of the residuary estate. Estate accounts detailing all 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.

If instructed to do so, we may also deal with any Income Tax and/or Capital Gains Tax liability to the date of death and for the administration period.

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
Bankruptcy Searches (per search)	£2.00
Company Search Fees (per document)	£1.00-£4.00
Copy Birth/Death/Marriage Certificate	£9.00-£30.00
Land Registry Fees (per title)	£3.00
Photocopying set fee	£10.00
Probate Court Fee (plus 50p£1.50 per sealed copy)	£155
Section 27 Notice Fees (est)	£200
Travelling expenses (per mile)	£0.45

### 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 us being dependent on third parties providing 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 the estate includes a property, 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.

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

Our charges are based on the hourly charging rates for the various members of the Private Client team which are shown below.

<b>Name</b>	<b>Position</b>	<b>Fee per hour</b>
Andrew Hasnip	Partner (Qualified: 1996)	£245
Ellie Holland	Partner (Qualified: 2006)	£210
Ann-Marie Aston	Partner (Qualified: 2011)	£210
Andrew Piddock	Consultant Solicitor	£225
Adrian Schuck	Associate Solicitor (Qualified 2008)	£195
Sophie Fenn	Associate Solicitor (Qualified: 2011)	£195
Lucy Cox	Assistant Solicitor ( Qualified: 2014)	£165
Nicola Bayley	Assistant Solicitor (Qualified: 2018)	£160
Rachael Chambers	Assistant Solicitor (Qualified: 2019)	£160
Tim Burrow	Assistant Solicitor (Qualified: 2019)	£160
Paul Southall	Legal Executive (Qualified: 2005)	£160
Verity Shepherd	Senior Legal Executive (Qualified: 2009)	£165
Naomi Ramsay	Assistant Solicitor	£140
Trainee Solicitor	Varies	£110-150
Balinder Aujla	Paralegal	£100
Lisa Southall	Legal Assistant	£111
Paralegal	Varies	£70-100