



Fee Schedule

Probate

We have two methods for charging on estate administration files:

- Fixed-fee quotation (usually for 'Grant-only' services); and/or
- Time-recorded basis.

We aim to save our clients' money by using Trainees, Paralegals and Legal Assistants (who have relevant experience and training) for less technical elements of the work and Solicitors or Legal Executives where their expertise is needed.

Fixed Fee Quotation

Please be aware that a fixed-fee quotation will not be available if an estate is deemed too complex, or there are too many unknown factors.

For fixed-fee quotations, we consider several factors including whether an inheritance tax account is required and, if so, whether inheritance tax is payable. The overall size of the estate is considered, but is not in itself a major factor.

Time-recorded

If we are charging on a time-recorded basis, we estimate the time we will take to complete the work (and therefore the likely cost) and will inform you if this is likely to be exceeded.

Once we have worked out how much time we are likely to spend, we will add a small contingency to cover unexpected developments, then calculate our costs at the hourly rates of £295 to £355 per hour for Solicitors and Chartered Legal Executives, and between £195 to £250 per hour for Trainees, Paralegals and Legal Assistants. All fees are subject to VAT (currently charged at 20%).

For example, if a probate matter takes 20 hours to complete, at a rate of £245 per hour, the estimation would be £4,900+ VAT (currently charged at 20%).

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Services

We can assist with full Estate Administration (the process of obtaining the Grant of Representation, collecting assets, paying debts/taxes, and distributing inheritance) or obtaining the Grant of Representation only (the legal document that authorises the personal representative(s) to manage a deceased's estate).

Grant of Representation only (“Grant-only service”)

If you only require assistance with obtaining a Grant of Representation and assessing the inheritance tax position, we usually carry out this work for a fixed fee, available from £1,750, subject to VAT which is currently charged at 20%.

The Grant-only service requires you to provide a valuation of the assets and liabilities, and then sell the assets once probate is granted, and distribute them in accordance with the terms of the Will (where there is one).

If the estate is taxable, our fees include the completion and submission of an IHT400 account, the process used to report a deceased person's estate to HMRC when applying for the Grant of Representation.

Grant-only Service Fees

Service	Fee
Grant only (no IHT400 form)	£1,750 + VAT at 20%
Grant only (IHT400 form included, non-taxable)	£3,000 + VAT at 20%
Grant only (IHT400 form included, taxable)	£4,000 + VAT at 20%

Estate Administration

If you would like us to assist with the full Estate Administration, the services that are included are shown below, with likely timescales for key stages:

- Identifying and valuing the assets of the estate;
- Identifying and valuing the liabilities of the estate and settling these once funds are available;
- Preparing the paperwork required for the Grant application, including preparing any inheritance tax return and corresponding with HMRC regarding the payment of any tax;
- Realising the assets of the estate or transferring them to the beneficiaries;
- Preparation of full, detailed accounts showing the estate transactions;
- Completing due diligence checks for beneficiaries and liaising with them regarding the estate administration;



- Distributing the estate in accordance with the terms of the Will or Intestacy;
- Advice on how to protect your position as executor, including arranging statutory notices if required.

Timescale:

- We will always do our best to administer an estate as quickly and efficiently as possible. However, please be aware that we are often reliant upon third party responses, which are outside of our control.
- In the case of a simple estate where we can ascertain valuations of all assets quickly, we may be able to apply for the Grant within 8-12 weeks of the original instruction.
- The probate registry turnaround times for applications can vary but can take up to 16 weeks.
- Once we have the Grant, it can take at least 6-12 weeks to sell the assets and distribute to beneficiaries – though this can be much longer if, for example, a property takes a long time to sell.
- Please be assured that if a matter is urgent (e.g. because of a property sale), we will take whatever steps we can to speed up the process.

Estate Administration – Fees

Service	Estimated Hours	Fees
Simple estate (1 property & 5–6 accounts/assets)	20-30	Between £4,000-£9,000, based on merged hourly rates (time recorded) + VAT at 20%
Complex estate (multiple properties, share portfolios, land, frequent visits)	70+	Fees confirmed once details are known + VAT at 20%

Important: All fees are subject to VAT (at 20%) and disbursements. If a matter is more complex and/or where a Director of Pardoes/Purely Probate is appointed as an executor in the Will, additional charges may apply. We will always discuss this with you before any further costs are incurred.

Disbursements

Some of the typical disbursements are shown below (excluding VAT where applicable):

- Probate fee: £300 plus £16 for each extra copy of the Grant required
- Bankruptcy searches: £7.80 each
- ID checks – see extras below
- Fees for obtaining Office Copy Entries from the Land Registry: £8.80 each



- Fees for valuation of assets and selling shares: various
- Will search, financial asset search and S27 Trustee Act Notices: various

Extras

- ID searches - we use an independent service which saves our clients having to produce original passports etc. We charge £15+VAT per search.