

Probate



**Cambridge House
26 Tombland
Norwich NR3 1RE**

www.hansells.co.uk

What we will do

1. Explain the terms of the Will/intestacy.
2. Advise you on your duties and responsibilities as an Executor or Administrator.
3. Contact institutions for asset values and liabilities.
4. Deal with the disclosures to HM Revenue & Customs.
5. Complete the legal application for the Grant of Representation.
6. Collect assets in and arrange transfers.
7. Coordinate the marketing and sale of property.
8. Prepare Estate Accounts for all beneficiaries.
9. Consider income tax assessment for the estate.
10. Arrange distributions.

Fees

Typically, in an estate administration we charge in the region of 1.5 - 2% of the value of the gross estate plus VAT.

The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property, costs are likely to be at the lower end of the range. If there are multiple beneficiaries, properties and bank accounts, costs are likely to be at the higher end. The same applies if there are foreign assets, trusts or if the estate is contested.

We will handle the full process for you. Alternatively, we also provide fixed fee options for work limited to dealing with certain aspects of the administration.

Additional Expenses

Additional expenses may also apply to your matter and are payable to third parties, such as court fees. We will handle these payments on your behalf to ensure a smoother process. In all estates, additional expenses which may be payable include:

1. Any Inheritance Tax, payable to HMRC
2. Valuation fees plus VAT (for example property or personal possession valuations)
3. Swear fees (usually between £5 and £25)
4. Probate Registry fee (approximately £155) plus £1.50 for per copy of the Grant (1 per asset usually)
5. Statutory Notices to creditors (approximately £250 plus VAT)
6. If the deceased owned property which is to be sold, then there will be ongoing utility bills, insurance and council tax to the date of completion
7. HM Land Registry searches (approximately £3.00 per title)

8. Bankruptcy searches

9. Landmark Financial Asset Search (£155 plus VAT)

Dealing with the sale or transfer of any property in the estate is not included, so you will need to factor in conveyancing fees plus VAT and estate agent's fees plus VAT.

How long will this take?

On average, straightforward estates are dealt with within 3 - 6 months of the Grant issuing. Typically, the Courts are currently taking 4 - 8 weeks to issue the Grant when the papers are lodged. Collecting assets then follows, which can take between 2 - 3 months. Once this has been done, we can distribute the assets. This may be delayed by dealings with HMRC, properties to be sold and/or complex assets to deal with.

Your Probate and Estate Administration Team

The profiles of the practitioners in our team can be found [here](#).