

## GLP SOLICITORS (MANCHESTER)

### ESTATE ADMINISTRATION (GRANT OF PROBATE & LETTERS OF ADMINISTRATION)

Under the SRA's Transparency Rules we are required to provide information around price and service in respect of specific areas of work which includes Probate work. The intention is to provide clients with a better understanding of what is involved, a view of the total cost and the steps needed to complete the process.

As two probate matters are never the same, it is essential that you obtain an accurate quotation at the earliest opportunity. This is a brief outline of the various aspects of the work involved in Probate:

#### STANDARD PROCEDURES:

- we obtain details of all estate assets and liabilities for which the grant will be needed;
- to complete all paperwork to submit to HM Revenue and Customs for inheritance tax purposes
- to complete the application for the grant and send to Probate Registry
- to obtain the grant of probate grant and collect in the estate
- to settle outstanding liabilities and administration expenses, including any tax due
- to take steps to distribute the estate to the beneficiaries entitled to receive it.

Dealing with a deceased person's estates can often be more complicated and the above list represents only the most basis routine. A 'typical probate case' does not exist as every estate is different and there are a range of variables, sometimes quite unexpected, which need to be considered in giving you a cost estimate.

The administration of an estate varies from a simple estate with one beneficiary, one bank account and no property to dealing with to a multi-million-pound valued estate with complex assets, trusts and multiple beneficiaries.

There could be overseas aspects to deal with, missing documents (typically shares held in paper form rather than electronically), businesses and more than one property. There are also factors which could complicate the administration – see the key assumptions listed below. We charge by reference to our hourly rates, to which add VAT.

#### ESTIMATED FEES AND DISBURSEMENTS

##### 1) PROFESSIONAL (LEGAL) FEES

The team at Manchester which undertakes Estate Administration work comprises:

	<b>Rate:</b>	<b>Total, inc. VAT</b>
Partner, Probate Supervisor	£350 per hour, plus VAT	£420.00
Partner, Probate Solicitor (over 15 years' post qualification experience)	£250 per hour, plus VAT	£300.00
Paralegals and Trainee Solicitors with 1 -3 years' experience	£150 per hour, plus VAT	£180.00

Given the variance in the types of estates we work on and because of the numerous factors which affect the work required, it is considered impractical to give the total cost for a sample probate which is why we give averages.

For a simple estate with one beneficiary and one or two bank accounts, but no property, our charge is in the region of £1,800 plus VAT of £360 (total cost £2,160).

For an estate which may involve a number of beneficiaries and/or mixed assets and/or a small number of electronically-held shares, bank accounts, trusts and/or a residential property, the cost is in the region of £4,800 plus VAT of £960 (£5,760).

##### 2) ASSUMPTIONS

In providing these average estimates, we make the following key assumptions:

- With family assistance, we are able to speedily identify all assets and liabilities of the estate
- We will be provided with current contact details of all relevant parties.
- There are no technical or other impediments to a grant from the Probate Registry.
- There are no claims against the estate by relatives, creditors or others.
- All beneficiaries are at least 18 years of age and able to understand and sign documentation as required.

- That there are no material disagreements amongst the beneficiaries and/or the trustees.
- There is no inheritance tax to pay and the executors do not need to submit a full account to HMRC.
- You are happy for us to instruct third party accountant to complete tax returns if appropriate (we will obtain a quote for you prior to passing on this work).
- There are no questions raised by HM Revenue & Customs.
- There is no claim by the Department for Work and Pensions.

If any of these key assumptions are incorrect or change over time, we will need to provide you with a revised scope of work, revised timetable and revised fee estimate.

### 3) DISBURSEMENTS

In addition to our own legal costs, there will other 'out of pocket' expenses (known as disbursements) which you will need to pay. These are the usual disbursements in straightforward estate administration work:

- |   |           |                          |
|---|-----------|--------------------------|
| • Probate Registry application fee  | £155      | (no VAT)                 |
| • Copies of the grant issued at the same time   | £5 to £10 | (no VAT)                 |
| <i>depending on how many copies are needed, £1 per official copy and we usually suggest obtaining one per asset</i> |           |                          |
| • Bankruptcy searches, per beneficiary  | £1        | (no VAT)                 |
| • Notices in the London Gazette and a local newspaper   | £225      | (approx., including VAT) |
| <i>which offers protection against unexpected claims and demands for liabilities</i>                                |           |                          |

If applicable, we will price these and any other requirements separately for you. When necessary, we will, in consultation with you obtain such additional advice as is required from appropriately qualified third parties and provide you with their cost estimates in advance of instructing them.

The time taken to complete the administration of an estate can vary significantly. Again, there is no average and it depends on the types of assets and number of beneficiaries involved.

If there is one executor, one beneficiary and only a couple of assets to deal with, the administration could take between three to four months. Depending on other variables, it could take longer or it could be dealt with more quickly. In a simple estate, as described, we would anticipate being able to obtain the grant from the Probate Registry within two months of your first instruction to us.

More complicated estate with more assets, more beneficiaries or other complicating factors can take up to and sometimes longer than a year. The most complex estates can take many years to finalise particularly if there are properties that need to be sold or businesses that need to be wound up.

These are estimates based on our experience. We are committed to providing you with cost estimates and choices about our fees once we have established your specific requirements.

### 4) OBTAINING THE GRANT OF REPRESENTATION ON YOUR BEHALF

We provide a "Grant only service" whereby if you assist and provide us with date of death figures, we can prepare the Probate Registry forms for you and obtain the Grant on your behalf.

For non-taxable, simple estate this is usually a fixed fee of £750 plus VAT and disbursements (i.e. the Probate Registry fee and Oath fee set out above). For more complex estates namely where inheritance tax is payable this is usually a fixed fee of £1,500 plus VAT.

## CONTACT GLP SOLICITORS (MANCHESTER) TODAY WITHOUT OBLIGATION:

Either telephone us on 0161 834 6721 or send an email to: [tak@@glplaw.com](mailto:tak@@glplaw.com)

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