

## Probate Services – Fixed Fee

We can assist Executors in obtaining a Grant of Probate and offer this service for a fixed fee of **£895.00 plus VAT @ 20% making a total of £1,074**. We will not charge you for our initial half hour exploratory meeting with you.

### What is included?

- Letter confirming your instructions and providing you with details of the papers and valuations we require from you.
- Preparing the documents required to apply for a Grant of Probate based on you supplying all the financial details and valuations relating to the deceased's assets and liabilities
- Drafting the IHT205 (Return of Estate Information Form) and drafting the Executors' Oath for your approval and signing
- Submitting the signed papers to the Probate Registry, sending a copy of them to you and sending the Grant of Probate to you when we have received it from the Probate Registry.

### Additional Expenses payable to other organisations

- Electronic ID Verification Fee – We use a commercial agency to electronically verify your identity. The fee is £8.50 plus VAT of £1.70 making a total of £10.20 per Executor.
- Probate Court fees – These vary according to the value of the estate and whether you make a Personal Application, or it is processed through us.
  - The fee for an application made by us is £155 for an estate with a net value over £5,000.
  - The fee for a Personal Application for probate is currently £215 for an estate with a net value over £5,000.
  - Office copies of Probate Grants cost £1.50 each.
  - We will ask you to pay for all Probate Court fees separately by cheque made payable to HMCTS.
- Land Registry office copy entry fees – These may be required to establish the ownership of a property which forms part of the estate if the title deeds are not available.
  - Each office copy costs £3 and we charge an £4 administration fee to cover the downloading and printing costs of £4 plus VAT of £0.80 making a total of £7.80 each per item plus VAT @ 20%.
- Royal Mail Signed-For fee – We use this service when sending important original documents by post e.g. sending the original Will to the Probate Court, £2.70 + VAT £0.54, total £3.24.

### What is not included?

- Administration of the estate following issue of the Grant of Probate or any dealings with a property.
- Complicated Estates

- Preparation of an IHT400 (Inheritance Tax Return form) and the accompanying schedules. This will be required in some estates instead of IHT205.
- Estates where the Executors are Partners of this firm.
- High value estates (over £900,000) with complex assets
- Estates where there is no Will (intestacy) or the Will is partly invalid.
- Estates that include assets located outside of the United Kingdom.

*We offer the above services at our hourly rates and an estimate of those charges would be given at the initial meeting– please see separate sheet.*

- Estates where the Grant of Probate is likely to be contested. However, we can provide advice on such cases – please ask for details.

### How long will it take?

This will depend on the time taken by you to obtain all the papers and valuations we require. Once we have the information, we aim to complete the probate papers for signing and submission to the Probate Registry within 3 weeks. It usually takes 4 to 5 weeks for the Grant of Probate to be sent to us and for us to forward it to you.

### Example

For an estate with two Executors named in a valid Will with a net value of £250,000 comprising a property, two savings accounts and the application for a Grant of Probate is made by us

	Fee	VAT @ 20%	Total
Our fixed fee:	£895.00	£179.00	£1,074.00
Electronic ID Verification Fee (2 x £8.50)	£17.00	£3.40	£20.40
Land Registry office copy entry fee	£7.00	£1.40	£8.40
Royal Mail Signed-For fee	£2.70	£0.54	£3.24
Probate Court fee	£155.00	-	£155.00
Three office copies of the Probate Grant	£1.50 each	-	£7.50
	<b>Total estimated cost including VAT</b>		<b>£1,268.54</b>

Please note this is an example of a typical estate and there may be additional costs not covered here. These may include fees payable to a surveyor to obtain a valuation of the property, and fees payable to an accountant to ascertain the deceased's tax position.