

## Probate Services - Hourly Rate

We can assist Executors in obtaining a Grant of Probate and administering an Estate.

We offer this service at an hourly rate of **£210 plus VAT of £42 making a total of £252** per hour unless a Partner of the firm is an executor in which case the hourly rate increases to **£250 plus VAT of £50 making a total of £300** per hour. This higher rate is necessary to reflect the increased insurable risk. Some firms charge an additional element based on the value of the Estate but we only charge for the time spent. We will not charge you for our initial half hour exploratory meeting with you.

The total fee will depend on the level of involvement and assistance required from us. We encourage Executors to be involved in the process as much as they wish as this saves our time and, consequently, money.

### What is included?

Administration of a typical estate includes:

- Obtaining valuations of the deceased's assets and liabilities
- preparing the documents required to apply for a Grant of Probate (including any Inheritance Tax forms required)
- arranging to pay Inheritance Tax on behalf of the Executors
- applying for the Grant of Probate
- registering the Grant with asset holders and calling in assets and paying liabilities
- obtaining an IHT clearance certificate
- preparing Estate Accounts
- distributing the estate assets in accordance with the Will

Additional work will be required if the estate is complicated. For example:

- Estates where there are in excess of 4 beneficiaries, or if any of the beneficiaries lack capacity under the Mental Health Act or are minors or live overseas
- Estates where there are missing beneficiaries
- Estates that include the creation of a will trust

Every estate is different, therefore we will give you a more accurate written estimate once we have further details.

### Additional Expenses payable to other organisations

- Electronic ID Verification Fee – We use a commercial agency to electronically verify your identity. The fee is currently £8.50 plus VAT per Executor.
- Probate Court fees – These vary according to the value of the estate, whether you make a Personal Application or if it is processed through us. The current fee for an application made by us is £155 based on 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 copy Probate Grants cost

£1.50 each in both cases. [We will ask you to pay for these 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 document costs £3 to obtain from the Land Registry, and we charge a £4 administration fee to cover the downloading and printing costs making a total of £7 per item plus VAT at 20%.
- Bankruptcy search fee – To ensure that a beneficiary is not bankrupt £2 +VAT of £0.40 total £2.40 per beneficiary
- Trustee Act Statutory Notices – These are to advertise for unknown creditors and will vary in each case and according to the publication used. Approximately £250 plus VAT of £50.00 total £300.
- Bank electronic transfer charges – These will be charged when a legacy is paid direct to a beneficiary’s bank account. Free for payments up to £100,000, £42 + VAT of £8.40 total £50.40 if over £100,000 and a telegraphic transfer is required.
- Photocopying – We will charge you 10p + VAT 2p total £12 per sheet for essential copies.
- 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.

### How much will it cost in total?

There are many factors that can affect the amount of work involved and therefore the price. It will take longer to administer an estate if there are, for example:

- multiple beneficiaries
- multiple asset holders
- numerous shareholdings
- property clearance to arrange
- arranging insurance of a property
- settling utility bills
- liaising with valuers and estate agents.

The example below assumes that there are no complications:

### Example

For an estate with two Executors named in a valid Will with a net value of £1,500,000 comprising a property, bank accounts, pensions, shares, six cash beneficiaries, two residuary beneficiaries and the application for a Grant of Probate is made through us.

	Fee	VAT @ 20%	Total
East Devon Law fees: Hourly rate fee Chartered Legal Executive @ £210 per	£1,568.00	£336.00	£1,904.00

hour with estimated time of 8 hours, based on the client being the executor.			
Electronic ID Verification Fee	£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
Six office copies of the Probate Grant (6 x £1.50)	£9.00	-	£9.00
Bankruptcy search fee (6 beneficiaries) (3 x £2)	£12.00	£2.40	£14.40
Trustee Act Statutory Notices (approximate fee)	£250.00	£50.00	£300.00
Photocopying 20 sheets for Probate application (20 x 10p)	£2.00	£0.40	£2.40
	<b>Total estimated cost including VAT</b>		<b>£2,416.84</b>

Inheritance Tax may be payable. Further information can be found at [www.gov.uk](http://www.gov.uk) .

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/valuer to obtain a valuation of the property
- to an accountant for dealing with the deceased's tax affairs
- for the sale or transfer of a property (we can provide an estimate of these fees – please see our Conveyancing Services Price List)
- to a stockbroker to value listed shareholdings

### How long it will take?

Other factors which may increase the length of time it takes to administer the estate include:

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

If all the information is available within 4 to 6 weeks of the death, the application for probate can be made within 8 to 10 weeks and the grant of probate issued 4 to 6 weeks later. Typically, the entire process takes about 14 weeks.

