

## **Probate Services – Fixed Fee**

We can assist Executors in obtaining a Grant of Probate and offer this service for a fixed fee of **£1,600 plus VAT @ 20% making a total of £1,920**. We will not charge you for our initial half hour 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 the Executors supplying all the financial details and valuations relating to the deceased's assets and liabilities
- Drafting the Probate application papers including the statement of value for the gross and net estate for HMRC purposes and producing the Statement of Truth for your approval and signing
- Submitting the signed papers to the Probate Registry (and sending the Grant of Probate to you when we make the application and it is received by us).

### **Additional Expenses payable to other organisations**

- Electronic ID Verification Fee: we use a commercial agency to electronically verify your identity. The fee is £20 plus VAT 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 current fee for an application made by us is £526 based on an estate with a net value over £5,000. The fee for a Personal Application for probate is also £526 for an estate with a net value over £5,000. Office copy Probate Grants cost £2.00 each in both cases. These fees are payable directly to the Court on application.
- 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 @ 20%.
- Royal Mail Special Delivery fee: We use this service when sending important original documents by post e.g. sending the original Will to the Probate Court, £10.95 + VAT.

### **What is not included:**

- Administration of the estate following issue of the Grant of Probate or any dealings with a property
- Complicated Estates requiring detailed advice
- Preparation of an IHT400 (Inheritance Tax Return form) and the accompanying schedules. This will be required in some estates instead of the statement of value in the application.
- Estates where the Executors are Partners of this firm
- High value estates with complex assets including businesses and farmland
- 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 it will take

This will depend on the time taken by you to obtain all the papers and valuations we require. Once we have all the relevant information and values, we aim to complete the probate papers for signing and submission to the Probate Registry within 3-4 weeks.

### Example

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

|                                          | <b>Fee</b>                                    | <b>VAT @<br/>20%</b> | <b>Total</b>     |
|------------------------------------------|-----------------------------------------------|----------------------|------------------|
| Our fixed fee:                           | £1,600.00                                     | £320.00              | £1,920.00        |
| Electronic ID Verification Fee           | £20.00                                        | £4.00                | £24.00           |
| Land Registry office copy entry fee      | £7.00                                         | £1.40                | £8.40            |
| Royal Mail Special Delivery fee          | £10.95                                        | £2.19                | £13.14           |
| Probate Court fee                        | £526.00                                       | -                    | £526.00          |
| Three office copies of the Probate Grant | £2.00<br>each                                 | -                    | £6.00            |
|                                          | <b>Total estimated<br/>cost including VAT</b> |                      | <b>£2,497.54</b> |

Please note this is an example of a typical estate and there may be additional costs not covered here. These 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.