

## **GRANT ONLY**

If you would like to instruct us to obtain the Grant of Probate for you only (also called Letters of Administration if there is no Will) then the service provided will be limited to all work done up to and including the issue of the Grant of Representation. This will include, if necessary, the submission of the relevant papers to HMRC to deal with the Inheritance Tax position and the preparation and submission of an application to the Probate Court. Thereafter we shall supply you with the Grant of Probate (or office copies) and you will be personally responsible for the administration and distribution of the estate.

There are three services that we offer for such an application, all on a fixed fee basis:

1. If you provide us with date of death values of the assets and liabilities of the estate and only require us to deal with the application to the Probate Court then our fixed fee is **£700 plus VAT**.
2. If you would like us to obtain the date of death valuations on your behalf and then deal with the application to the Probate Court then our fixed fee is **£950 plus VAT**.
3. If, for any reason, a full IHT 400 account is required to be submitted to HMRC prior to making an application to the Probate Court then our fixed fee for completing both this form and the application for Probate is **£1950 plus VAT**. We will obtain date of death valuations on your behalf within this service.

In addition to the above there are also a number of disbursements (costs related to your matter that are payable to third parties) that you may incur. To make the process smoother we will handle the payment of these on your behalf and they will then appear as a separate item on your bill:

- Probate Court Fee of **£300** (plus **£1.50** for every office copy of the Grant that you require, usually one per asset)
- Bankruptcy Search of **£6** per beneficiary / executor

There are also other **optional disbursements** such as the placing of statutory notices in the London Gazette and Local Newspaper which we can discuss with you at your first appointment. The cost of these disbursements varies and would be in addition to our fixed costs stated above.

Depending on the nature of the estate there may also be **Inheritance Tax** to pay which is charged by the government and payable to HMRC. If payable, this is in addition to any charges and disbursements referred to above. We can discuss the likelihood of Inheritance Tax being payable on an individual estate at the initial appointment.

Please note that these fixed fees are based on a straightforward matter. We will inform you if any **unforeseen extra work** becomes necessary – for example, if unexpected difficulties arise, there are disputes between Beneficiaries and/or Executors or there are claims made against the estate. We will also inform you in writing and before any additional costs are incurred of the basis upon which we shall charge for any extra work required of us.

## **How long will the matter take?**

As every estate is different both in nature and size, it is very difficult to accurately predict how long an individual estate will take to administer until we have more specific details. As a general guide

however, we hope to obtain a grant of probate in a straightforward estate that does not require an IHT400 to be submitted in approximately 12-16 weeks. In cases where an IHT400 is required, this is likely to take a little longer and could be in the region of 6-9 months.

Please note that these timescales are meant only as a general guide as they can depend on a number of factors including the timescales of outside agencies that we need to liaise with such as financial institutions, HMRC and the Probate Registry.