

## Administration of Estates

This service involves obtaining the Grant, collecting in the assets and settling the liabilities of the estate and then, moving on to distribute the assets in accordance with the Will of the deceased. We will therefore handle the full administration process for you.

Our charges are based on an hourly rate of £230.00 per hour plus VAT, which is subject to annual review.

In addition, there will be a charge based on the value of the estate, reflecting the importance of the matter and the responsibility of the company in acting. This is in accordance with Law Society recommendations and is calculated as follows:

½ % of the value of any land/property in the estate and 1 % of the gross value of the other assets. (This would be 0.75% for land and 1.5% for other assets if Maxwell Hodge were appointed as professional Executors).

We anticipate that the average time expended in a standard matter is likely to be in the region of between approximately 20-25 hours work at £230.00 per hour plus VAT which would give rise to the costs detailed below:

Legal costs at £230 per hour plus VAT

20 hours	£4,600	£920.00 VAT
Responsibility fee		
Realty (property £180,000) @ 0.5%	£900.00	£180.00 VAT
Personally (gross liquid assets) @ 1%	£1,400.00	£280.00 VAT
Costs	£6,900.00	£1,380.00 VAT

*Plus*, Disbursements of approximately £400.00 as detailed below.

Total Costs Inc. VAT and disbursements	£8,680.00
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Please note that this estimate is provided for an average estate where the property is valued in the region of £180,000 and the gross liquid assets valued at no more than £140,000 and:

- There is a valid will;
- There are two Executors;
- There is only one property (£180,000);
- There are no more than 4 bank or building society accounts (with different banks) (£120,000);
- There is a life policy and a small number of shares (£6,000);
- There are no other intangible assets;
- There are 4 beneficiaries;
- There are no disputes between beneficiaries on division of assets. If disputes arise, this will lead to an increase in costs;
- There is no inheritance tax payable and the executors do not need to submit a full account to HMRC;
- There are no claims made against the estate.

Disbursements which will be payable are as follows:

- Probate application fee of £155.00
- Sealed copies of the Grant are an additional 50p per copy (usually request 6)
- Fees for swearing the oath £7.00 per Executor
- Land Charges Search on the deceased, each Executor and each beneficiary (£2 per search)
- Statutory Notices in The London Gazette and local Newspaper £220.00\*\*

Disbursements are therefore costs relating to your matter that are payable to third parties such as Court fees. We will deal with the payment of disbursements to ensure a smoother and more efficient process.

\*\*There may be additional disbursements payable which are optional such as Notices in the London Gazette and local newspaper to protect against unexpected claims from creditors. We will provide you with advice on this and if you wish to proceed, these disbursements will be payable from the estate.

### Potential additional costs

- If there is no Will or there are missing beneficiaries
- If there are a large number of assets or several share portfolios
- If there are a lot of beneficiaries named or numerous gifts in a Will
- If we are required to claim additional inheritance tax exemptions or those transferrable from a deceased Spouse or Civil Partner
- If the estate is going to be liable for inheritance tax, this will increase the costs significantly
- Dealing with the sale or transfer of a property is not included

### How long will this take?

On average, estates falling within this range are usually dealt with within 9-12 months. Typically, obtaining the Grant of Probate takes approximately 3 months. Collecting the assets, identifying all of the beneficiaries and discharging all liabilities of the estate can take between 2-3 months. Once this has been done, we will prepare an estate account providing you with a breakdown of the transactions of all funds coming in and out of the estate and outlining how the estate is to be distributed. Once this has been approved, we will then move on to distributing the estate. This final step usually takes approximately 1 month.

There is also a Statutory waiting period of 6 months from the date of the Grant which we would advise you to consider. This deals with potential claims to the estate and if you wish to adhere to the statutory waiting period, this usually takes the administration period to between 9-12 months from the date of death.

It is important to note that this is not a fixed quote, the exact cost of the work will depend entirely on the individual circumstances of the matter. Therefore, the costs payable may well be more or less than our example.

For a more accurate estimate of costs, please contact one of our specialist Team members. Details can be found on our [Team page](#).