



## **Full Administration of a Non-Taxable Estate Example**

### **Our Fees**

The cost of administering an estate will depend greatly on a number of issues – for example, the nature and location of the assets, the quality of the records available, the number and location of the beneficiaries named in the will, whether or not the estate is exempt from IHT to name but a few.

We charge for administering estates on a time basis. In the case of a straightforward estate which falls below the IHT threshold where the terms of the will are straightforward and there are no issues in locating the beneficiaries, we anticipate this will take between 11 and 27 hours work at an average charging rate of £220 (+VAT @20%) per hour. Our total costs for administering such an estate are therefore estimated at £2,500 - £5,940 (+VAT @ 20%). The cost of selling or transferring any property is not included in the cost of administering an estate and will be dealt with, and charged for, as a separate property transaction.

The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property, costs will be at the lower end of the range. If there are multiple beneficiaries, a property and multiple bank accounts, costs will be at the higher end.

We will handle the full process for you and provide you with advice as required on the construction and effect of the will and on the inheritance tax implications. The above range of costs will apply for estates where:

- There is a valid will;
- There is no more than one property;
- There are no more than 5 bank or building society accounts;
- There are no other intangible assets;
- There are 2-5 beneficiaries;
- There are no disputes between beneficiaries on division of assets. If disputes arise this is likely to 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 in addition to our fees:**

- Probate application fee of £273 (no VAT) (if the value of the estate is £5,000 or more);
- Bankruptcy-only Land Charges Department searches (£2 inc VAT @ 20% per beneficiary);
- Post in The London Gazette – Protects against unexpected claims from unknown creditors £188 - £220 (+VAT @ 20%);
- Post in a Local Newspaper\* – This also helps to protect against unexpected claims approximately £70.00 (+VAT @ 20%);
- Infotrack On-Boarding Fee £15 (+VAT @20%) (per person including each beneficiary).

\*Please note that this cost will vary depending on the local newspaper. This cost is for the North Somerset Times. If a different area local newspaper is required, quotes can be obtained.

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

### **Potential additional costs**

- In some circumstances there are likely to be additional costs that could range significantly depending on the estate and how it is to be dealt with. We can give you a more accurate quote once we have more information. The kinds of matters which are likely to increase costs are:
  - If there is no will;
  - If the estate consists of any share holdings (stocks and bonds);
  - If there is inheritance tax payable;
  - If there is no inheritance tax payable but a claim must be made for business property relief, agricultural property relief or the residential nil rate band;
  - If there are assets held in trust or in another legal jurisdiction.
  - If there is difficulty tracing a beneficiary.
  - If a dispute arises between beneficiaries or with a creditor of the estate.
- If any additional copies of the grant are required, they will cost £1.50 (one per asset usually).
- Dealing with the sale or transfer of any property in the estate is not included.

### **How long will this take?**

Normally, estates that fall within this range are finalised 10 months after the grant of probate (which takes account of time to allow for possible claims against the estate). Typically, obtaining the grant of probate takes around 16 weeks (depending on court turnaround times). Collecting assets then follows, which typically takes between 3-4 weeks provided that there are no delays for reasons beyond our control. Once this has been done, we can arrange for the payment of any debts of the estate, prepare final accounts for approval, which typically takes a further 3-4 weeks. We can then advise on the distribution of any assets in light of the time periods in which claims could potentially be brought against the estate.

Please note that there are often delays to the above timescale caused by matters outside of our control, such as claims against the estate, enquiries from HM Revenue and Customs or the Department of Work and Pensions, or a delay in selling a property in the estate.