

ESTATE ADMINISTRATION

PLEASE NOTE: This is based on the assumption that the estate is relatively simple, not contested, all assets are based in the UK and there are few, if any assets that would complicate the process and increase our time. From experience, our clients tend to have requirements that are more complex. In the first instance, we recommend you speak to us. We will aim to provide a more accurate estimate fitting your circumstances so that you are fully informed before instructing us.

Unlike, some banks or firms who charge a percentage of the value of the estate, plus time spent, we do not charge a percentage of the value of the assets in the estate. We charge only on time spent. The hourly rates of our people doing the work are:

Team member	Role	Hourly rate (excluding VAT)
Jeremy Duffy	Partner, Head of Department	£310 - £330*
Samantha Melville	Associate	£270 - £285*
Hannah Green	Associate Probate & Trusts Manager	£230 - £270*
Annika Bell	Solicitor	£210 - £240*
Kerry Sawyer	Solicitor	£210 - £240*
Paralegal/Trainee Solicitor	Paralegal/Trainee Solicitor	£140 - £155*

* Depending on complexity and whether Mundays Trustee Services Limited are acting as executors

We try our best to limit the involvement of a Partner or Senior Solicitor to the technical aspects of the administration, with the day-to-day administration handled by junior team members. Ensuring you are paying for the appropriate level of expertise needed for each aspect.

STAGE ONE – APPLYING FOR THE GRANT

We understand the stress and emotion surrounding a bereavement. For straight-forward administrations, we estimate, on average, charges of between £2,500 to £4,500, plus VAT. This involves:

- Advising you on the terms of the deceased's Will or on the position if there is no Will.
- Discussing with you the duties of the executors or administrators.
- Obtaining valuations of the estate assets and liabilities.
- Statutory notices and Unclaimed Asset Register search (optional).
- Notifying the beneficiaries of their entitlements and obtaining identification.
- Preparing the Inheritance Tax (IHT) forms and Oath.
- Establishing whether any IHT is payable. Assisting with arranging payment.
- Submitting papers to the Probate Court to obtain the Grant of Probate/Letters of Administration.

STAGE TWO – COLLECTING AND DISTRIBUTING THE ASSETS

If you would like us to assist in administering the estate after the Grant of Probate or Letters of Administration is obtained, we will issue a further estimate. This is reviewed after the grant has been obtained to consider any issues that have arisen during the initial stages of the administration, which will affect the time spent. This involves:

- Collecting the assets and paying any liabilities.
- Assisting and finalising income tax matters with HMRC.
- Dealing with HMRC regarding the property valuation, ensuring that IHT is paid and HMRC clearance obtained.
- Corresponding with the beneficiaries and arranging distributions.
- Preparing Estate Accounts for the executors' approval and sign-off.
- Bankruptcy checks.

DISBURSEMENTS

These are payable by the estate to third parties, in addition to our fees. We handle them on your behalf to ensure a smoother process. These include:

- Probate application fee of £155, plus 50p per office copy.
- £7 Swearing of the oath (per executor).
- UK Bankruptcy Charges searches (£2 per beneficiary).
- Foreign Bankruptcy Charges searches (£100 - £300 per beneficiary).
- £200 Post in The London Gazette (Protects against unexpected claims from unknown creditors) and post in a Local Newspaper (This also helps to protect against unexpected claims).
- Unclaimed Assets Search £25.
- Tax penalties.

The above work estimate is for estates where:

- There is a valid undisputed will with no claims made against the estate.
- There are no disputes between beneficiaries on division of assets. If disputes arise this is likely to increase costs.
- There is one property.
- There are no more than five bank or building society accounts.
- There are no intangible assets.
- We will not be:
 - attending and making regular visits to the deceased's property, taking meter readings and arranging for valuations of the property and chattels;
 - checking the property is secured; and
 - registering the death or arranging the funeral.

If you wish us to assist, we would be happy to discuss this with you and the relevant cost implications.

- There are no more than three beneficiaries.
- It does not include a business interest or agricultural interest.
- The estate does not include an ongoing trust.
- There are no charitable beneficiaries.
- The Deceased did not have a lifetime gift history which would affect IHT.
- There is no need to submit a full IHT account to HMRC.

POTENTIAL ADDITIONAL COSTS

Despite our efforts to ensure that our role is clear and to avoid any such misunderstanding, we are not providing any advice on any of the following:

- Any interest in property owned by the deceased outside England and Wales.
- Changes to legislation during course of estate administration.
- Advice regarding potential Capital Gains Tax implications on the sale of assets of the estate and how to mitigate this and prepare suitable documents of Appropriation.
- Trusts in which the deceased was a beneficiary at the date of death.
- Advice on and administration of Trusts set up by the deceased under the Will.
- Deeds of Variation for the beneficiaries.
- Financial advice on the suitability of the disposal of assets in the estate.
- Personal Taxation of estate beneficiaries.
- The deceased's interest in a business or farm.
- Restitution for long term care funding incorrectly paid by the deceased.

Additional costs may be incurred as follows:

- If there is no will or the estate consists of any share holdings (stocks and bonds) there is 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.
- If any additional copies of the grant are required, they will cost 50p (1 per asset usually).
- The legal work relating to the sale of the deceased's main house or any other land or real estate property is not included.
- Costs for preparing tax returns are not included in our fees.

If applicable, we will price these and any other requirements separately for you.

When necessary we will, in consultation with you, obtain such additional advice as is required from appropriately qualified third parties.

Contact us [here](#) if you wish to instruct us on your matter.

WE CAN ALSO HELP YOU WITH

- [Tax Planning](#)
- [Wills](#)
- [Lasting Powers of Attorney](#)
- [Trusts](#)
- [Elderly client advice](#)
- [Family Run Businesses and tax planning](#)
- [Sale of your property](#)
- [International matters](#)

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