

Estate Administration

We recognise the importance of keeping administration costs to a realistic minimum. As a result, we are able to offer fixed fees in some instances and for other more complex matters, quotes by reference to our hourly rate (where such fixed fee is not appropriate).

Fixed fees range between £950 and £1,750 + VAT and disbursements.

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.

This quote is for estates where:

- there is a valid will;
- there is no more than one property;
- there are no more than one bank or building society accounts;
- there are no other intangible assets;
- there are 1-2 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 added to this fee:

- probate application fee of £155;
- £7 swearing of the oath (per executor);
- Bankruptcy-only Land Charges Department searches (£2 per beneficiary);
- £100 (approximately) post in the London Gazette—protects against unexpected claims from unknown creditors;
- £150 (approximately) post in a Local Newspaper—this also protects against unexpected claims.

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

Potential additional costs:

- 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 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 £0.50p (1 per asset usually);
- dealing with the sale or transfer of any property in the estate is not included.
- £40 plus VAT bank transfer fees (per transfer)

How long will this take?

On average, estates that fall within this range are dealt with within 6–12 months. Typically, obtaining the grant of probate takes 20-26 weeks. Collecting assets then follows, which can take 10-20 weeks. Once this has been done, we can distribute the assets, which normally takes 2-4 weeks.

As part of our fixed fee we will:

- provide you with a dedicated and experienced probate solicitor to work on your matter;
- identify the legally appointed executors or administrators and beneficiaries;
- accurately identify the type of Probate application you will require;
- obtain the relevant documents required to make the application;
- complete the Probate Application and the relevant HMRC forms;
- draft a legal oath for you to swear;
- make the application to the Probate Court on your behalf;
- obtain the Probate and securely send two copies to you;
- collect and distribute all assets in the estate.

In larger and more complex estates with the added responsibility of filling out a full HM Revenue & Customs Account, calculating the IHT liability due and making arrangements for payment it is not possible to determine the work involved at the outset and this is why we do not offer fixed fees for this type of work. We quote hourly rates for the people involved ranging from £250 plus VAT per hour for a senior solicitor to £120 per hour for a first-year trainee.

These rates may be revised in urgent or unusually complex matters. An uplift for weekend, Bank Holiday and late-night working may apply. You will receive notification of all such changes prior to any work being commenced.

The team's experience:

The team has a wealth of experience in Estate Administration matters and delivers a high quality legal service. There are 2 permanent members of the team assisted by paralegals and other support staff. Work is supervised by Bozena Kuplinska who is a solicitor and director at KPL Solicitors. She is supported by Zeliha Sari who is an experienced paralegal. For further information on the service and experience that our Estate Administration team provide please contact us on 0203 875 5090.