



In the usual situation where we work on a fixed fee basis, we will always take the time to work out a fee that takes into account the particular estate circumstances and the work involved so that we charge fairly for the work involved. After all, clients with more routine requirements ought to be charged less than clients with more complex or demanding requirements.

In assessing the fixed fee involved to deal with a probate matter, we will look to take into account such matters as :

- The likely time spent on dealing with the matters involved ;
- The number, type, location and value of the estate assets involved ;
- The extent to which there have been lifetime gifts that have a material impact on the resulting inheritance tax position ;
- The level of specialist knowledge required to obtain a tax or other benefit for the estate or its beneficiaries ;
- The number of beneficiaries entitled to an estate and their required communication levels;
- The need for outside visits to protect estate assets or service client expectations ;
- The need to advise upon and deal with any trust contained within a will arrangement ;
- The possible existence of any complex, novel or difficult issue associated the estate administration ;
- The possible existence of any actual or possible dispute between the executors or beneficiaries ;
- The need for an expedited service (if relevant) to, amongst other things, facilitate an urgent house sale or access a reduced tax or court fee level before a certain deadline.

In practical terms, we have found that there are common ranges of costs for our typical estate instruction that predominantly ranges in value from £250 000 to £1 million.

At the more routine and less involved end of our typical estate instruction range, this would commonly translate into a legal fee of somewhere between £2 500 and £5 000 plus VAT. At the more complicated and more involved end of our typical estate instruction range, this would typically translate into a legal fee of somewhere between £8 000 and £15 000 plus VAT. Evidently, we would need to provide you with a more bespoke fixed fee proposition for the minority of estate administration work that follows outside of our typical range of work.

In addition to our legal fee, there will be payments that need to be made to third parties to deal with an estate administration. They will normally include the following additional fees:

<u>Fee description</u>	<u>Amount</u>	<u>Required</u>
Probate court fee	£155 to £165	Yes
Oath swear fee	£5 to £7 per executor	Yes
Bankruptcy search fee	£2 per beneficiary	Not always
Creditor advert fee	£200 (Approximately)	Not always

What is included in our fixed fee proposition ?

At the outset of your instructions, we will provide you with a client care letter that clearly sets out what work falls within the scope of your instructions.

As we appreciate that you are not estate administration specialists, we prefer to give you the peace of mind that we will deal with everything unless we say that it is excluded from the scope of our work or you would like to deal with any element on your own.

The aspects that are commonly excluded from our estate administration fee include :

- Organising the funeral (unless we are appointed as professional executors) ;
- Disposing of the house contents or dealing with any car related issues (unless we are appointed as professional executors) ;
- Dealing with the deceased person's pre-death income – although we would be happy to liaise with your Accountant about this matter ;
- Administering any assets located outside of the English and Welsh legal jurisdiction ;
- Selling any inherited realty – although we would be pleased to provide you with a conveyancing sale fixed fee proposition ;
- Helping the beneficiaries with tax planning advice consequential to their inheritance – although we would be pleased to provide you with this service and price proposition upon request ;
- Dealing with any contentious work arising out of the estate administration – although our Dispute Resolution Department would be pleased to assist you in this regard at an additional cost.

Typical timeframes

Every estate administration differs in how long it takes to deal with.

At the more routine non-taxable end, we would typically expect an estate to take around 4 to 9 months. At the more complex end, we would commonly expect an estate to take around 10 to 18 months.

There can though be circumstances where estates take longer to complete than they should for reasons outside of our control. Our experience has shown that these reasons include : an estate house taking a long time to attract a successful buyer, HM Revenue & Customs being slow in granting tax clearance, a family dispute or a wholly inefficient third party who is linked to the estate.