Probate Services: Information for Clients

Introduction

As part of our professional rules, we aim to ensure that anyone wishing to use our services has the information they need to make an informed choice of legal services provider, including understanding what the costs may be.

Estate Administration

Applying for the Grant, Collecting and Distributing the Assets

What this service includes

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 and liaise with all relevant organisations.
- Complete the Probate Application and the relevant HMRC forms.
- Draft a Statement of Truth for you to sign.
- Make the application to the Probate Registry on your behalf.
- Obtain the Grant of Probate and office copies.
- Deal with closure of accounts, collect in estate funds and pay any liabilities.
- Prepare a final estate account and distribute the estate to the beneficiaries.

Anticipated Charges and Expenses

As we have stated earlier, it is difficult to be precise about the anticipated costs as the exact cost will depend on the individual circumstances of the matter.

Therefore, we have set out below the estimated costs of a typical, straightforward transaction.

For this example we have assumed:

- There is a valid Will.
- An estate in which there are no more than three bank accounts.
- No more than one property in the sole name of the deceased.
- No debts.
- No likelihood of the estate being insolvent.
- No significant lifetime gifts.
- No shareholdings.
- No trusts to be established.
- No dispute between the beneficiaries on the division of the assets.
- No Inheritance Tax payable and the Executors do not need to submit a full IHT return to HMRC.
- No requirement to use the transferable nil rate band or residence nil rate band.
- No other intangible assets.
- No claims made against the estate.
- No agricultural or business element to the estate.
- No foreign element to the estate.

Administration of estates work is normally charged on a time spent basis.

Our Current Hourly Rates

Description	Hourly Rate (Excl. VAT)	VAT	Hourly Rate (Incl. VAT)
Directors and Consultants	£240.00	£48.00	£288.00
Assistant Solicitors and Legal Executives	£180.00	£36.00	£216.00
Trainee Solicitors & Legal Assistants	£100.00	£20.00	£120.00

VAT is currently 20%.

Administration of estates work is normally charged on a time spent basis. We have set out a worked example below to provide some indication of the likely costs of our

services. Every matter is different and our aim will be to tailor the costs estimate to the individual demands of your transaction.

Worked Example

Description	Amount
Estimated time required	16 hours
Hourly rate	£240.00 per hour (Director – Solicitor)
Our fees	£3,840.00 (excl. VAT)
VAT at 20%	£768.00
Total	**£4,608.00 + disbursements (see below)**

Disbursements

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

Description	Typical Cost
Probate application fee	£526.00
Office copies of the Grant of Probate	£2.00 per copy
Bankruptcy-only Land Charges Department searches	£6.00 per beneficiary
Section 27 Trustee Act notice fee (this protects the Trustees against creditors)	£300.00 – £400.00

Land Registry fees depending on the value of the property and whether it has been registered before. Please note that higher-value unregistered property can cost up to £680 and properties over £1M even more.	£30.00 – £400.00
Land Registry search fees	£8.80
Copy Death Certificate and any other Certificates required	£11.00 per certificate

Factors That Could Increase the Costs of Your Matter

Costs may increase where:

- Not having all of the paperwork available or having incorrect information that needs investigation and correction.
- Third parties not responding to our communications promptly.
- Dealing with unusual, foreign or complex assets or items.

Potential Additional Costs

If there is no Will, or the estate consists of any shareholdings (stocks and bonds) or assets with more than three different organisations, there are likely to be additional costs that could range significantly depending on the estate and how the assets are to be dealt with.

Dealing with the sale or transfer of any property in the estate is **not included** in the above costs.

Where the assets in an estate are likely to be of a high value or the estate is more complex, we may add a **value uplift** based on:

- No more than **1% of the liquid assets** in the estate plus VAT.
- **0.5% of the value of the property** in the estate plus VAT.

We can give you a more accurate quote once we have more information.

How Long Will This Take?

It is difficult to estimate with any precision how long a Probate matter will take as it will be influenced by many factors, some of which are outside of our control.

However, on average, estates that fall within this range are dealt with within:

6–9 months

Application for Grant of Probate Only

What this service includes

We will:

- Provide you with a dedicated and experienced probate solicitor to work on your matter.
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- Make the application to the Probate Registry on your behalf.
- Obtain the Grant of Probate and securely send copies to you.

Anticipated Charges and Expenses

We can help our clients through this difficult process by obtaining the Grant of Probate on their behalf.

Our typical costs below assume that we are instructed to seek a Grant of Probate only, that no full Inheritance Tax Return requires to be completed and submitted to HMRC, and all financial information is supplied by the Executor.

Grant of Probate Only

Description	Cost
Fixed Fee	£500.00 (excl. VAT)
VAT at 20%	£100.00

Total	**£600.00 + disbursements (see below)**

Our typical costs for an application for Probate where a full Inheritance Tax Return is required to be submitted to HMRC are set out below.

Grant of Probate with Full Inheritance Tax Return

Description	Cost
Fixed Fee	£800.00 – £1,000.00 (excl. VAT)
VAT at 20%	£160.00 – £200.00
Total	**£960.00 – £1,200.00 + disbursements (as above)**

Disbursements

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It is difficult to estimate with any precision how long such a matter will take but, on average, such applications are dealt with and finalised within:

8–16 weeks

Absolutely! Here's the full document reformatted for a professional PDF. I've **kept the wording as close to your original as possible**, simply improving the layout, headings, spacing and tables to make it much easier to read.

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Get in touch

Gemma Brooke

Director, Solicitor & Head of Private Client

01642 777 680

enquiries@cygnetlaw.co.uk

Gemma heads our Private Client Department and specialises in Wills and Probate matters. She is supported by a team of solicitors, paralegals and secretarial staff who work together to provide clear, practical advice and support.