



PROBATE AND ESTATE ADMINISTRATION FEE GUIDE

Estimated fees are subject to VAT at 20% and are not inclusive of disbursements. Charges are calculated at the fee earner's hourly rate and will be subject to the complexity of the matter. An estimate will be provided in our letter of engagement. Usually, we are able to identify potential issues that may arise at the outset of the instruction once we have been supplied with full details of the estate, however there may be instances where unforeseen complications mean that more work will be involved than anticipated. In any event, the sum charged will be reflective of the actual time spent on the matter and a copy of the time recording schedule can be requested at any stage.

People likely to handle your matter	Hourly rate (plus VAT)
Joya Dale: Solicitor & Director	£300.00
Mary Jones: Paralegal	£180.00
Hanna Lagan: Paralegal	£180.00

Estate Administration estimated costs *please contact us directly for more details in relation to the bands	Estimate (plus VAT)
No-obligation 1 hour consultation	£300.00
Professional charges for the administration of a Band 1 estate	£1,500 - £3,000

*Estimated fees as October 2025

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Professional charges for the administration of a Band 2 estate	£2,500 - £5,000
Professional charges for the administration of a Band 3 estate	£5,000 - £10,000
Professional charges for a 'Grant only' service (where we are only instructed to prepare the papers to obtain the Grant of Representation): Band 1	£950 - £1,500
Professional charges for a 'Grant only' service (where we are only instructed to prepare the papers to obtain the Grant of Representation): Band 2	£1,500 - £3,000

Disbursements	Cost
HM Land Registry – request for Official Copy of property Title	£7.00 + VAT
Fee to be paid to Her Majesty's Court and Tribunals Service (HMCTS)	£300.00 + £1.50 per copy
Trustee Act (Section 27) Notice fee	Approx. £200.00
HM Land Registry - bankruptcy search fee for Executors/Administrators and beneficiaries (per search)	£6.00 + VAT

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FAQs

What is included in our estimate?

The work that we will do on behalf of the Personal Representative(s) generally includes (but is not limited to) the following:

- provide you with a dedicated and experienced lawyer to handle your matter
- identify the legally appointed executors or administrators and beneficiaries
- identify the type of Grant application that will be required (Grant of Probate or Grant of Letters of Administration)
- obtain the relevant documents required to make the application(s)
- complete the HMCTS application and the HMRC application (if applicable) and submit the application on your behalf
- arrange for Inheritance Tax to be paid (if applicable)
- obtain the Grant of Probate/Grant of Letters of Administration
- collect all assets in the estate and settle estate liabilities from the funds held
- obtain clearance from HMRC if Inheritance Tax was payable
- prepare the Estate Accounts for approval by the Executors/Administrators and the residuary beneficiaries
- distribute the estate to the residuary beneficiaries and obtain receipts

How long will it take to deal with the estate?

On average, it takes 6-12 months to deal with a straightforward estate. It usually takes around 2-4 months to obtain date of death asset and liability information. Currently, obtaining the Grant of Representation takes up to 12 weeks (from the date of submitting the application to the Probate Registry). Collecting assets then follows, which usually takes 1-2 months. Once all assets and liabilities have been dealt with and once clearance has been obtained from HMRC (if applicable), the Estate Accounts can be prepared. Once the Estate Accounts have been approved by all relevant parties, the estate can usually be distributed.

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