



'GRANT ONLY' SERVICE FEE GUIDE

Service

We will prepare and submit the application(s) required to obtain the Grant of Probate or Letters of Administration on behalf of the Executor(s) or Administrator(s) ("Personal Representatives").

The Personal Representatives are responsible for obtaining date of death valuations and balances from all relevant financial institutions and asset holders and providing this information to us. We prepare the application(s) based on the information supplied by the Personal Representatives and therefore it is important that the information provided is complete and accurate.

Our service is limited to obtaining the Grant. Once the Grant has been issued, our involvement will conclude unless you instruct us further.

After the Grant has been obtained, the Personal Representatives are responsible for the administration of the estate, including (but not limited to):

- collecting estate assets;
- closing accounts;
- transferring or selling assets;
- settling liabilities and debts;
- dealing with HM Revenue & Customs;
- preparing any required tax returns;
- preparing estate accounts;
- distributing the estate to the beneficiaries; and
- obtaining receipts and confirmations from beneficiaries.

Should you wish to instruct us to deal with the administration of the estate after the Grant has been obtained, we would be happy to provide a separate estimate of costs.

People Responsible for Your Matter

Joya Dale is a Solicitor and Director and will have overall conduct of your matter. Joya is supported by a team of Paralegals and Legal Assistants who assist with the day-to-day administration of matters.



The hourly rates of the members of staff who may work on your matter are currently:

Fee Earner	Hourly Rate
Solicitor/Director	£350 + VAT
Paralegal	£180 + VAT
Legal Assistant	£150 + VAT

VAT is currently charged at 20% (for example, £350 plus VAT equals £420).

Legal Fees

Our fees are charged on a time-spent basis and cover all work undertaken in connection with your matter, including (but not limited to):

- reviewing documents and information;
- preparing inheritance tax and probate applications;
- correspondence by letter, email and telephone;
- meetings and attendances; and
- liaising with third parties such as HM Revenue & Customs and the Probate Registry.

The following fee ranges are intended as a guide only. Our fees will depend on the amount of time spent dealing with the matter and the complexity of the estate. If it becomes apparent that our original estimate is likely to be exceeded, we will discuss this with you and provide a revised estimate as soon as reasonably practicable.

Band 1 (approx. 3-6 hours of work): £1,050 to £2,100 plus VAT and disbursements

This generally applies where there is no requirement to submit inheritance tax forms to HM Revenue & Customs and only an application to HM Courts & Tribunals Service (the Probate Registry) is required to obtain the Grant.

Band 2 (approx.. 5-10 hours of work): £1,750 to £3,500 plus VAT and disbursements

This generally applies where inheritance tax forms must be submitted to HM Revenue & Customs in addition to an application to HM Courts & Tribunals Service (the Probate Registry) in order to obtain the Grant.



Initial Meetings

If you would like an initial meeting before formally instructing us, this can be arranged. Initial meetings are charged at the hourly rate of the fee earner conducting the meeting, as set out above. Initial meetings do not generally exceed one hour.

Home Visits

If you are unable to attend our office, a home visit can be arranged where appropriate.

Our fees for home visits start from £90 plus VAT per visit. The exact fee will depend upon the location of the visit and the travelling time involved. Please let us know if you require a home visit and we will provide a quotation.