

## **THOMPSON & JACKSON SOLICITORS LLP**

### **Fixed Fee Probate – obtaining the Grant of Probate only service**

Please note that this service is only available in respect of Estates that are:

- (i) not subject to Inheritance Tax, and
- (ii) where the more complicated HMRC form IHT400 is not required.

Our team of specialist lawyers have many years collective experience in delivering high-grade, professional work whilst at the same time retaining a sympathetic approach in all matters relating to Wills and Estate Administration. Our team of lawyers have particular experience in dealing with high value Estates and Inheritance Tax matters.

We have four specialist lawyers who may work on your matter. Simon Stevenson, Solicitor and Partner with responsibility for our Private Client Team has the overall responsibility for the work regardless of who works on your matter. Simon's details, along with other key team members details, can be found under the "our people" drop down menu on our website.

If you instruct us on a Grant only service basis then it is incumbent upon you to supply all the necessary information that we request from you and you will be responsible for dealing with all other aspects of the Estate Administration.

Work that we carry out for the fee detailed below:

- We will prepare the Probate Application papers and, where applicable, HMRC IHT205 Tax Return ("Probate documentation") on the basis of and in reliance upon the information provided by you.
- We will prepare and send to you the draft Probate documentation for your approval.
- Upon receiving confirmation that you approve the draft Probate documentation we will arrange for you to complete the Probate documentation.
- We will complete the Probate Application to the Probate Court.
- When the Grant of Probate has been issued we will provide this to you together with five Court sealed copies.
- Please note:
  - i) we will be relying solely on the information that you provide as to the value of assets, liabilities etc. and therefore the onus is very much on yourself to provide accurate information which in due course will be submitted to HM Revenue & Customs.
  - ii) we will not be liable to yourself for any loss that you may suffer if it transpires that the information provided by you to HM Revenue & Customs and/or the Probate Registry is not accurate.
  - iii) we will not be providing you with any other advice regarding either the administration of the estate or your duties and responsibilities as a Personal Representative

### **Our Costs for the above Service**

Our fee - £900.00 plus VAT (£1,080.00 including VAT).

In addition to the above fee there are also disbursements to be added (i.e. payments made to third parties) namely:

- Probate Court fee - £280.50 (including five Court sealed copies).

If the requirement for the Grant of Probate is **urgent** then we reserve the right to charge an additional fee. Our fee for an urgent application will normally be £1,300 plus VAT (£1,560 including VAT).

In addition to the above urgent fee there are also disbursements to be added (i.e. payments made to third parties) namely:

- Probate Court fee - £280.50 (including five Court sealed copies).

### **How Long Will it Take**

It is difficult to predict how long the overall process of obtaining the Grant of Probate will take as it depends upon how quickly you obtain and provide to us all of the paperwork and information that we will require and then how promptly the Probate Registry process the application for the Grant of Probate and send the Grant to us.

On average we would expect to carry out our work in connection with the above service within 2-4 weeks of receiving all the relevant paperwork and information from you.

Please note that should additional work be necessary for any reason or if any unforeseen complexity arises then the above fees and timeframe would not be appropriate and we would advise you of this as soon as the additional work and/or complexity becomes apparent to us..

### **General Information**

If the deceased died without a valid Will then the above information is still applicable, but instead an application will be made for a Grant of Letters of Administration as opposed to a Grant of Probate. If the deceased died with a valid Will, but there are no executors available to prove that Will then an application will be made for a Grant of Letters of Administration with the Will annexed.