

## Grant Application and Estate Administration

### Standard Matter

We anticipate that the process will take between 20 and 40 hours of work. Please refer to the detailed table below for the range of costs based on our mid-range hourly rate of £340 plus VAT of which the current rate is 20% (the hourly rates and actual team members involved will be confirmed in our terms of business). The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property, costs will be at the lower end of the range. If there are multiple beneficiaries, a property, and multiple bank accounts, costs will be at the higher end.

Description	Hourly Rate	Cost (Excl. VAT)	VAT (20%)	Cost (Incl. VAT)
Lower End (20 hours)	£340.00	£6,800.00	£1,360.00	£8,160.00
Upper End (40 hours)	£340.00	£13,600.00	£2,720.00	£16,320.00

### Timescales

On average, estates that fall within this range will take 6-18 months to complete. Typically, obtaining the grant of probate takes 6 to 9 months. Collecting assets then follows, which can take between 6-8 weeks. Once this has been done, we can distribute the assets, which normally takes 6-8 weeks.

### Scope of Work

Where we are instructed in the administration, we will handle the entire process for you. The cost range above would apply to estates where:

- There is a valid will.
- There is no more than one property (the cost of the sale of the property is charged separately).
- There are no more than 10 beneficiaries.
- There are no disputes between beneficiaries on the division of assets. If disputes arise, this is likely to lead to an increase in costs.
- There are no claims made against the estate.
- There are no assets outside of the UK.

### Work Included

We will carry out the following work on your behalf:

- Writing to asset holders to collect the date of death information.
- Preparing and submitting the inheritance tax return.
- Paying any inheritance tax due.
- Preparing the probate application (the oath) and submitting it to the probate registry.
- Arranging legal notices.
- On receipt of the Grant, collecting in the assets.
- Settling any liabilities.
- Liaising with HMRC in relation to any inheritance tax.
- Preparing full estate accounts.
- Making distributions to the beneficiaries.

## Disbursements

Expense	When Payment is due	Cost (Excl. VAT)	VAT (20%)	Cost (Incl. VAT)
<b>Probate Court Fees</b>	On application for the Grant	£300.00	N/A	£300.00
<b>Office Copies (each)</b>	On application for the Grant	£1.50	N/A	£1.50
<b>Inheritance Tax</b>	Application for Grant	40% on the net estate over the IHT nil rate band of £325,000 and subject to any exemptions/reliefs available.	N/A	N/A
<b>Legal Notices</b> (advert to unknown creditors in The London Gazette and the local paper); Cost is dependent on the publication.	On application for the Grant	£100.00 - £250.00	£20.00 - £50.00	£120.00 - £300.00

## Potential Additional Costs

If any of the following apply, the range of costs quoted above is likely to increase:

- Our firm is named as a professional executor.
- If there is no will.
- If the estate consists of more than five individual shareholdings (stocks and bonds) and more than five different banks/building societies.
- If HMRC raises additional queries, known as a compliance check.
- If the deceased made valuable complex lifetime gifts.
- If there are any issues with unknown creditors.
- If further assets come to light after submission of the inheritance tax return.

## Initial meeting

Our charge for the initial meeting is a fixed cost of £350+VAT (£420 inc. of VAT) and this includes the meeting and a follow up letter setting out our pricing options.

## Case Example

### Estate Value: < £1 million

Whilst B P Collins takes every care to ensure our pricing and fee estimates are accurate, the actual estimates may vary depending on the worked required on each instruction. Below is an illustration of what our fees might look like.

Where B P Collins Trust Corporation is the sole executor. Full administration of the estate includes:

- Arranging the funeral.
- Valuing the assets by contacting all asset providers including banks and pension providers.
- Completing and submitting the inheritance tax account.
- Calculating and settling the inheritance tax liability using all available reliefs and obtaining clearance.
- Preparing the oath and submitting the probate application to the probate registry.
- Once probate was granted, collecting in the 5 bank accounts and settling liabilities (no property to sell).

## Grant Application and Estate Administration

- Payment of legacies.
- Income tax returns for the estate administration period.
- Full estate accounts and distributions to beneficiaries.

### Total Estate Administration Fees:

Description	Cost (Excl. VAT)	VAT (20%)	Cost (Incl. VAT)
<b>Estate Administration Fees</b>	£8,160.00	£1,632.00	£9,792.00
<b>+ Probate Court Fee</b>	£300.00	N/A	£300.00
<b>+ Office Copy Entries (each)</b>	£1.50	N/A	£1.50
<b>Grant Application Only</b>	£3,651.00	£730.25	£4,381.50
<b>Fee Earner Charge Out Rate (per hour)</b>	£340.00	£38.00	£378.00
<b>Total Time: 24 hours</b>			

This document was last reviewed on 18 March 2026.