

Estate Administration Service Pricing



Our fixed fee service offers you peace of mind from the outset.

BMA members receive a preferential rate of 1.1% of the gross value of the estate plus VAT and standard disbursements

Non members are charged a fixed fee of 1.5% of the gross value of the estate plus VAT and standard disbursements.

For a FREE initial consultation and more about this service, call our specialist Probate Advisors on 0300 123 2014 or email info@bmalaw.co.uk

Standard disbursements

These are payments that need to be made to third parties during the provision of our service and are in addition to our fixed fee.

Most estates require the following:

- Bankruptcy searches - £2 per search
- Additional copies of the Grant of Representation - 50p per copy
- Probate Court fee - £155
- Statutory notices in the London Gazette and the local paper approximate cost inc VAT - £245

Call us today for a FREE no obligation conversation with one of our specialist Probate Advisors.

What is included in our fixed fee

Our premium service comprises 6 stages:

1. Assess the estate
2. Value the estate
3. Prepare the inheritance tax and court papers to obtain the Grant of Representation
4. Collect in the assets
5. Initial distribution to the beneficiaries
6. Estate Accounts and final distribution

What is excluded from our fixed fee

Non Standard Disbursements - There may be additional disbursements relating to the specific needs of the estate, such as:

- Unclaimed assets register search
- Indemnity to replace lost share certificates
- Stock broker fees for the valuation and/or sale of shares
- Re-issuing lost dividend cheques
- Financial Assets Search
- Copies of official documents e.g. birth, death and marriage certificates
- Tracing agents fees to locate missing beneficiaries or establish the family tree
- Contentious claims, should the matter become disputed

Your Case Manager can discuss any disbursements required to progress the estate and likely costs

Supplementary Services

Other services may be required during the estate administration process that do not fall within our fixed fee service. We can provide these for you or refer you to our recommended providers. These include:

- **Assets outside England and Wales** – we charge for the time taken to manage the information required by both us and any specialist in the country in which the asset is held
- **Business, Agricultural and Heritage assets** – we charge for the time taken to manage the information required by us and any third parties which may include specialist valuers, accountants or business partners
- **Income Tax Returns** – the preparation of returns for tax years prior to the year of death
- **Drafting Deeds of Variations** – if any beneficiary wishes to vary their entitlement
- **Additional Grants** – where an additional Grant is required to administer an estate other than the usual Grant of Representation included in our fixed fee

Where any additional services are required your Case Manager will provide you with a quotation.

Property in the estate – what is included and excluded from our fixed fee

If there is a property in the estate our service includes:

- Placing the property on a specialist insurance policy (insurance premiums are charged as a disbursement)
- If the property is not to be sold, transferring it to the beneficiaries (Land Registry fees are charged as a disbursement)
- If the property is to be sold, we will arrange for a property consultation and valuation by two estate agents in your local area
- We will liaise with an Estate Agent and Conveyancer on behalf of the estate.

However, excluded from our fee are:

- Estate Agents – Fees for selling the property
- Conveyancing – The legal work required to sell the property

If there is a property in the estate disbursements may include:

- Property insurance premiums
- Energy Performance Certificate (EPC)
- A property valuation by a Chartered Surveyor
- Royal Mail postal redirection

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