



Probate (non-contentious) & Estate Administration Services

Price Transparency

The following information relates to our pricing for our services provided to estates in obtaining the grant of representation and assisting executors with the administration of an estate.

Our pricing

Where our work is charged on an hourly rate basis, our hourly rates are as follows:

TYPE	RATE
Partner	£385 (plus VAT)
Senior Manager	£285 (plus VAT)
Consultant	£185 (plus VAT)
Administrator	£50 (plus VAT)

Our preferred approach, where it is possible to do so, is to provide estates with an estimate of our likely overall pricing at the beginning of our work and/or a limit on our fees.

Standard estate

Based on our charge rates above, we would expect our fees for the work on a standard uncontested estate to be in the region of **£3,500 - £6,000 (plus VAT)**.

Our basic services to a standard estate would be to:

- Send relevant notifications of death
- Obtain details of assets and liabilities of the estate
- Prepare form IHT205
- Apply for the grant of representation
- Assist the executors in settling liabilities of the estate.

For an estate with more complex elements as listed below, we will provide an estimate of our fee quote upfront taking into account the size and complexity of the estate:

- Named executors not willing and able to act
- More than 5 UK beneficiaries
- Lifetime gifts by the deceased within 7 years of death
- Business, agricultural, intangible, digital or overseas assets
- Requirement to file IHT 400
- Inheritance tax due calculation and payment advice
- Assist the executors in distributing the estate
- Preparation of estate accounts.

The terms of our appointment and pricing will always be set out at the beginning of our work and will be subject to an engagement letter and our standard terms of business. Services that may be required for some estates that are not included in the scope for a standard estate above, could be the preparation of the full inheritance tax return (IHT400), tax returns for the deceased, estate



tax returns, valuation work, specialist advice in respect of business or agricultural assets, advising on and arranging deeds of variation, implementation of any trusts arising from the Will, and assisting with pensions and/or life insurance policies.

Disbursements

We may incur costs on behalf of an estate which will then be invoiced to the estate. Examples of such costs include the probate application fee, searches, and notices/advertisements of death. We always notify executors of such costs in advance of them being incurred.

Standard timeframes

On average, our work for estates that fall within the meaning of a standard estate as described above, will take between 6 and 12 months to complete. The amount of time it might take depends on a number of factors, including:

- The size and intricacy of the estate
- Availability of information from third parties
- The executors beginning their role and getting all the documentation ready.

Current Government guidance states that it will usually issue a grant of probate within 12 weeks of sending in original documents. They do state it can take longer if additional information is required by HMCTS.

Regulatory

Carbon Accountancy is the trading name of Carbon Accountancy Limited. Carbon Accountancy Limited is licensed by the Institute of Chartered Accountants in England & Wales to carry out the reserved legal activity of non-contentious probate in England and Wales.

Complaints

We are committed to providing a high-quality service to our clients. If a client has any comments about how we can improve our service, or they are unhappy with the service received, they should let us know by contacting John Leyden. We will consider carefully any complaint that is made about our probate or estate administration work as soon as we receive it and will do all we can to resolve the issue. If we do not deal with any complaint satisfactorily then a client may take the matter up with our professional body the Institute of Chartered Accountants in England and Wales and the Legal Ombudsman.

The contact details for the Legal Ombudsman are:

Legal Ombudsman, PO Box 6167, Slough SL1 0EH
E-mail: service.complaints@legalombudsman.org.uk
Telephone: **0300 555 0333**

ICAEW compensation scheme

We hold professional indemnity insurance as required by the regulators but in the unlikely event that we cannot meet our liabilities to a client, the client may be able to seek a grant from the Institute of Chartered Accountants in England and Wales compensation scheme.

Further information about the scheme and the circumstances in which grants may be made is available on Institute of Chartered Accountants in England and Wales website: www.icaew.com/probate

Further information

For more information in respect of our probate and estate administration services please contact John Leyden.