

# PINI FRANCO LLP



## Administration of an Estate

The death of a loved one or close friend brings with it a whole host of different issues: emotional and practical. Many of the practical issues that arise relate to identifying and dealing with property belonging to the deceased (sometimes called their **Estate**). For some items of property, it is usually necessary to obtain authority from the court before dealing with the property (sometimes called a **Grant of Representation**).

Obtaining a grant of representation and dealing with the administration of an estate can be complicated; it can take several months to make sure everything is done properly.

### Individual Service

We are acutely aware that every estate is different, which is why we encourage you to contact us so we can provide you with an estimate outlining a range of potential fees to make sure that you get the right amount of support to meet your individual circumstances. We will update you regularly on your costs throughout the matter so you can stay in control throughout.

### The International Dimension

Given the international nature of our practice, we are also able to assist should the estate include foreign assets or foreign beneficiaries as we can co-ordinate advice with professional advisers in other jurisdictions in relation to assets held abroad but only to the extent specifically agreed in writing between us (which may incur an additional cost). In the specific case of Italy, we will undertake much of this work in-house and are able to communicate in fluent written and spoken Italian in such matters.

***Please note however that our professional fees for work involving jurisdictions outside England & Wales is subject to fees which are assessed individually on a case by case basis and do not form part of the illustrative costs set out below.***

### Our Service and Estimated Costs

At Pini Franco we have extensive experience in the administration of estates and offer a complete estate administration service to deal with everything for you.

In doing so we will:

- advise you in connection with obtaining the appropriate grant of representation to the estate including establishing if there is a valid will and identifying those entitled to apply for the grant of representation;
- advise you in connection with the administration of the estate; including the legal, taxation and administrative matters such as collecting in and securing all of the assets within the estate.

We would estimate that the cost of our professional fees in providing this advice and assistance for a straightforward and uncontested grant of probate and administration of an estate in England and Wales, where:

- there is no more than one property in England and Wales in the sole name of the deceased
- there are no more than three bank accounts

- there are no debts (other than utility bills)
- there is a valid will appointing executors
- there are no disputes between the beneficiaries on the division of assets and all the beneficiaries are located in the United Kingdom
- there are no complications

would be in the range £2,500 to £6,000 plus VAT and Disbursements (costs related to your matter that are payable to third parties). **Please note that if the assets include property then additional costs for the conveyance will be incurred (please see our Residential Conveyancing information).**

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.

Typical disbursements are:

- Swearing of the oath (per executor) - £5 (no VAT payable)
- Probate application fee - £155.00 (no VAT payable) (subject to legislative change)
- Office copies for the grant of probate (per copy) - £0.50 (no VAT payable)
- Bankruptcy only Land Charges Department searches (per beneficiary) - £2 (no VAT payable)
- Post in the local newspaper (to protect against unexpected claims) - £185.00 approximately (including VAT)
- Post in the London Gazette (to protect against unexpected claims) - £62.15 (including VAT)

### Additional Factors

Please note that the following factors are likely to increase the cost of your matter:

- not having all of the paperwork available, or having missing or incorrect information that needs investigation and correction
- third parties not responding to our communications promptly
- dealing with unusual or complex assets or items (for example: fine art; timeshares; shares in private companies etc)
- dealing with actual claims made against the estate, or contentious matters in dealing with the administration of the estate

Should any additional factors such as these arise, we will discuss these with you and agree the fee for the additional work being carried out in advance of any additional work being undertaken.

### Who Are Our Specialist Probate and Estates Team?

**Domenic Pini** is a partner in Pini Franco and has more than thirty years' experience in the administration of estates. He has acted as professional executor and trustee on many occasions.

Domenic's present charge out rate is £375 per hour.

**Francesca Rossi** is a partner with more than fifteen years' experience in the administration of estates, many of which have involved an international dimension. Francesca is a member of the Society of Trust and estate Practitioners ("STEP").

Francesca's present charge out rate is £375 per hour.

Domenic and Francesca would be assisted, from time to time, by other members of staff.

The following charging rates would apply:

Partners:	£375/hour
Consultants:	£300/hour

Senior Associate Solicitor:	£300/hour
Associate Solicitor 3yrs+ *PQE:	£275/hour
Associate Solicitor*NQ-2yrs PQE:	£225/hour
Solicitor/Registered Foreign Lawyers:	£225/hour
Trainee Solicitors:	£150/hour
Executives and Paralegals:	£125/hour