

## **Probate and Estate Administration Fees for OLS Solicitors as at 20/01/2026**

We offer a range of probate and estate administration services tailored to your individual needs. You may choose how much or how little support you require, and this can be agreed following your initial appointment.

We offer a free 15-minute initial consultation to discuss your circumstances and the options available to you.

### **1. Fixed Fee – Application for a Grant of Probate/Grant of Letters of Administration**

If our instructions are limited solely to obtaining the Grant of Probate or Grant of Letters of Administration, our standard fixed fee is:

**£1,000.00 plus VAT and disbursements**

Under this service, you will be required to provide us with full and accurate details of all assets, liabilities, and debts in the Estate as at the date of death. We will prepare and submit the application for the Grant based on the information you supply.

(Please note that fees may vary depending on the size, nature, and complexity of the Estate.)

### **2. Obtaining the Grant and Administering the Estate**

You may prefer us to deal with the administration of the estate in its entirety, from obtaining the Grant through to final distribution to the beneficiaries.

In these circumstances, our fees are charged based on the time spent dealing with the matter, calculated at our hourly rates. This reflects the level of work involved, which may include:

- Preparing and submitting the application for the Grant
- Collecting and valuing Estate assets
- Settling debts and liabilities
- Dealing with HMRC and inheritance tax matters (where applicable)
- Preparing Estate Accounts
- Distributing the Estate to Beneficiaries

We will provide you with a clear estimate of costs at the outset and keep you informed of any significant changes as the matter progresses.

### **Standard Disbursements**

- Probate Registry Fee (where the value of the estate exceeds £5,000): £300.00
- Sealed Copies of the Grant: £1.50 per copy (charged per copy required)

### **Additional Possible Disbursements**

Depending on the size, nature, and complexity of the Estate, additional disbursements may be required, including but not limited to:

- Section 27 Trustee Act Notices: approximately £300.00
- Professional Probate Valuations: approximately £300.00 – £400.00
- Unoccupied Property Insurance: cost varies depending on insurer and property
- Accountant's Fees: for preparation of income tax returns or other tax matters (if required)

Any additional disbursements will be fully explained and agreed with you in advance, wherever possible, before they are incurred.

### **Executor and Co-Executor Fees**

Where we are appointed as Executors or Co-Executors under a Will, our fees may include a value-based element, in addition to any time-spent charges, to reflect the responsibilities and risks involved in acting in this role.

The value-based element is calculated as follows:

- 0.75% of the value of the residential property within the Estate
- 1.5% of the gross value of the estate, excluding the residential property

For larger Estates, the percentage applied to the Estate value (excluding the residence) may reduce on a sliding scale. Full details will be provided once the value and complexity of the Estate are known.

These fees reflect the duties involved in acting as Executor or Co-Executor, which may include:

- Managing and safeguarding Estate assets
- Arranging property marketing and sale
- Settling liabilities and Estate expenses
- Dealing with tax matters and HMRC
- Preparing Estate Accounts
- Distributing the Estate to Beneficiaries

### **Property Sales and Transfers**

#### Property Sales

We do not generally undertake conveyancing work. Where a property within an Estate is to be sold, we can refer you to a trusted conveyancing solicitor, or you are welcome to instruct a solicitor of your own choosing.

Where we are appointed as Executors or Co-Executors under a Will, we are responsible for managing the marketing and sale of the property and for agreeing the sale price. In these circumstances, the fees set out above may be subject to amendment, depending on the level of involvement required and the complexity of the Estate.

#### Property Transfers

Where a property is to be transferred (for example, into the name(s) of one or more beneficiaries), an additional fixed fee of £500.00 plus VAT will apply, together with Land Registry fees.

Land Registry fees vary and are subject to change. We will confirm the applicable fees and provide full details before you proceed.

### **Important Information About Our Fees**

- Any fixed fee quote provided is based on the information supplied to us at the time. If there is a material change to the information provided, our fees may be revised accordingly.
- All work is carried out by a qualified Solicitor, with assistance from Paralegals or Trainees where appropriate, under full supervision.
- The prices shown are standard fees and may be amended if the Estate is particularly complex or if additional instructions are required. Any changes to fees will be explained and agreed with you in advance.

### **Contact Us**

If you would like further information or wish to discuss your requirements, please contact us on 01554 756952.

**These charges are correct as of 15<sup>th</sup> January 2026**