

Various factors can affect the complexity of estate administration work. It is therefore difficult to predict at the outset the cost involved for each case and provide a definitive estimate of our charges. The work involved will vary from each case but usually when dealing with the administration of an estate the following will be undertaken: -

- Ascertaining or verifying the assets and liabilities of the estate by reference to information provided to us;
- Completing necessary documents to enable Confirmation to the estate to be applied for;
- Arranging for Inheritance Tax to be paid if relevant;
- Obtaining Confirmation to the estate, exhibiting this to the relevant organisations and ingathering the estate;
- Settling the estate's liabilities and any legacies;
- Reporting any Income Tax affairs for the period of the administration of the estate; and
- Generally dealing with the administration of the estate on a day-to-day basis, including liaising with other professional advisors when necessary and communicating with you as appropriate.

Our Executry Estate fees are independently assessed by an Auditor of Court, Legal Auditor or Law Accountant, who produce an Audit Certificate which sets a fair and reasonable fee to charge for the matter. The charge for the Audit Certificate will be properly charged as an outlay against the estate. We are entitled to charge an interim fee, whether assessed by Audit Certificate or prior to an Audit Certificate being produced. The value of any interim fee taken will be deducted from what is set in the Audit Certificate.

The fees for the Executry Estate are usually based on a scale relating to the time spent on the work, the value of the estate and/or the value of income and capital which are handled by us on behalf of the Executors. However, there are many factors which can also have a bearing on the cost, including the complexity of the work, the degree of urgency required, the place where the work has to be carried out, the length, number and importance of any documents relevant to the estate, and any difficult or novel matter which requires particular skill or specialist knowledge.

There will usually be outlays made to third parties during the administration. We do not consider it necessary to take instructions from you in incurring and paying for these outlays on behalf of the estate unless they are not typical to an Executry Estate or unusually large. Examples of usual outlays include fees for registering Wills or other deeds relevant to the estate, fees for obtaining Confirmation to the estate and any fees relating to setting up or transferring a title to a house to implement the terms of a Will.

If a house is to be sold on behalf of the estate, the fees for the Estate Agency and subsequent conveyancing in the sale will be charged as separate matters.

<b>Hourly Rate</b>	<b>Per unit</b>	<b>Per hour</b>
Directors	£27.50	£275.00
Senior Associate	£26.00	£260.00
Associates	£24.00	£240.00
Solicitors	£21.00	£210.00
Paralegals/Trainee Solicitors	£19.00	£190.00

The hourly rate will be broken down into units of 6 minutes. A full breakdown of our costs and how these are calculated in relation to Executry Estates can be found in our Conditions of Business.