



Understanding our work and our fees

When dealing with the application for probate only in order for you to **administer an estate** our fixed fee includes:

- Identifying the legally appointed executors or administrators and beneficiaries and the type of probate application you require
- Obtaining the relevant documents and then completing the application and relevant HMRC forms
- Drafting the Oath for you to swear
- Making the application to the Probate Court on your behalf
- Obtaining the Probate and sending it to you with as many copies as you need

This process usually takes six to eight weeks. You will then be in a position to deal with the remaining issues yourself, but we will be happy to assist if required. Any other work will be calculated on an hourly rate and we can estimate the likely hours involved.

You may instruct us to obtain the Grant and administer the estate to completion at the outset. In this case, our fees are calculated at an hourly rate. Once we have an idea of the assets involved, we will be able to give you a clear indication of the hours of work involved and who the most appropriate person is to carry out the work on your behalf.

There may be some potential additional costs for example if there is no Will or the estate consists of any shareholdings (stocks and bonds). Dealing with the sale or transfer of any property in the estate will also incur further costs. Once we have an understanding of what is involved we can give you a clear indication of both our fees and timescales.

Please remember that all details of our fees and disbursements will be given to you, as well as our terms and conditions, prior to the commencement of any work on your behalf. Gotelee is very proud of the Price Promise which means no surprises.