



## **CH Hausmann & Co Costs Information**

Last updated 04 November 2024

Please be advised that the costs information provided in respect of some of our services are estimates for a standard case for indicative purposes only and are not binding quotes. Please contact us to discuss your needs, and for a case-specific estimate.

Please note that our costs information is updated from time to time. Please contact us for the most up to date information on costs.

It is very difficult for us to provide an indication of costs for each and every scenario which we may deal with, for example, pre-empting unusual complexities or in the event that you as the client may choose not to follow our advice. When an unforeseen complexity arises or where the way in which you the client ask us to proceed means additional work, we will endeavour to inform you of this and provide revised costs information.

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We usually handle the payment of the disbursements on your behalf to ensure a smoother process.

It is difficult to foresee every single disbursement that could arise during the matter. The disbursements vary from matter to matter and can on occasion be significantly more than the ranges given. We can give you a more accurate figure once we know the specifics of your case.

The prevailing rate of VAT is currently 20%. VAT is charged where appropriate, and this may depend on where the provision of our services takes place. More information can be provided when further information about a matter is known.

## Fee Earner details

Last updated 04 November 2024

### Alexander Trager-Lewis – Senior Partner and Managing Partner

Alex is the senior and managing partner of the firm. He has substantial experience having advised hundreds of businesses and individuals in numerous areas of law, including commercial matters, employment matters, litigation, tax and trust law, probate, international trade, intellectual property, and debt recovery since he qualified in 2004.

Alex is an immensely effective negotiator with elite business acumen and is fluent in many languages. This suite of impressive skills is reflected in his client base as he is highly sought after, representing clients nationally and internationally, also sitting on several boards for various companies.

Alex joined the firm in 2002 and became a Partner in 2008.

### Benjamin Gettings – Partner

Ben is the head of our property department and has advised numerous businesses and individuals in all matters of property work since he qualified in 2006.

Ben has a great deal of experience in residential property, commercial property and also property litigation matters.

Ben joined our firm in 2007 and became a Partner in 2016.

### Rejo Doal - Partner

Rejo specialises in representing both businesses and individuals in company and commercial matters. Rejo has particular experience in business sales and acquisitions, company formations, company administration and management, commercial agreements and shareholder agreements.

Rejo also deals with debt recovery and litigation matters and assists other fee earners with property matters from time to time.

Rejo qualified as solicitor in 2010, after training with a multi-office regional firm in Hertfordshire. Rejo joined CH Hausmann & Co. in 2012, and became a Partner in 2021.

### Liora Wolff – Consultant Solicitor

Liora joined the firm as a trainee in 2007, and qualified as a solicitor in 2009. Currently working as a consultant solicitor, advising on numerous areas of law, including immigration and commercial matters, and intellectual property. She speaks fluent English, German, and Hebrew.

### Katie Lightfoot – Consultant Solicitor

Katie qualified in 2011 and has specialised in private client work since that time, including advising on wills, trusts, powers of attorney and the administration of deceased's estates. She is a qualified Trusts and Estates Practitioner (T.E.P) and also an associate member of Solicitors for the Elderly.

Georgiana Delorme – Consultant Solicitor

Georgiana Delorme is a consultant solicitor specialising in employment law. She qualified in 2007 and has advised a significant number of clients during this time on a wide range of employment law matters.

Aaron Sharma – Assistant Solicitor

Aaron qualified as a solicitor in 2020 having trained at a commercial and litigation practice in the West End. Since joining CH. Hausmann & Co. in 2022, Aaron handles a variety of commercial and litigation matters.

Andrew Lakin – Assistant Solicitor

Andrew qualified as a solicitor in August 2023. He studied history at Cardiff University before also undertaking his graduate conversion and Legal Practice Course there. He joined the firm in 2021 and is undertaking work in a variety of departments including property, litigation, and charity matters.

## Residential Property Price Guide

Please note that the below is applicable only to the stated circumstances given and it is purely an indicative guide. Please contact us for an accurate fee proposal based on your particular facts and circumstances.

Please note that where applicable, VAT is charged at the prevailing rate (currently 20%).

### Purchase of a residential property

Last updated 04 November 2024

Our fees in respect of a purchase of a residential property are typically between 0.75% and 1.25% of the purchase price of the property you are purchasing depending on the nature and complexity of the transaction plus VAT and disbursements.

An illustration of our fees for a purchase of a residential property is as follows:

Purchase price	Minimum fee	Maximum fee
up to £250,000.00	£1,875.00 plus VAT	£3,125.00 plus VAT
up to £500,000.00	£3,750.00 plus VAT	£6,250.00 plus VAT
up to £750,000.00	£5,626.00 plus VAT	£9,375.00 plus VAT
up to £1,000,000.00	£7,500.00 plus VAT	£12,500.00 plus VAT
up to £1,500,000.00	£11,250.00 plus VAT	£18,750.00 plus VAT
up to £2,000,000.00	£15,000.00 plus VAT	£25,000.00 plus VAT
Over £2,000,000.00	Please contact us for details	

Our fees cover all of the work\* required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

\* Our fees assume that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion, or the property or part of the property is unregistered, or building regulations or planning permission has not been obtained, or the preparation of additional documents ancillary to the main transaction

- b. the transaction is not unduly time consuming, is concluded in a timely manner and no unforeseen complications arise
- c. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- d. in the case of the purchase of a leasehold property that it is the assignment of an existing lease and is not the grant of a new lease and a lease extension is not required. Additional charges would apply in such situations.
- e. in the case of a purchase of a leasehold property that the Building Safety Act 2022 does not apply to the property. If it does apply, additional charges would apply in respect of the additional work that may be required to ensure that the Act is complied with.
- f. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Any of the above factors would typically increase the cost of the service.

### **Disbursements\*\***

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

It is difficult to foresee every single disbursement that could arise during the conveyancing process. A typical residential purchase will usually involve the following disbursements:

### **Local Authority Search**

This is a set of standard enquiries raised with the local authority council and will reveal, amongst other things, any planning permissions and building regulations consent for work undertaken on the property. The search is only in respect of the property itself and would not reveal proposals to develop or extend neighbouring land or property.

The cost of the local authority search varies from local authority to local authority can typically range from £150 - £500 plus VAT.

### **Water & Drainage Search**

This search checks whether the property is connected to mains water and drainage. The cost of this search is typically £65.40 plus VAT.

### **Environment Search**

This search outlines if there is any contamination in close proximity to the property. The cost of this search is typically £132 plus VAT

### **Chancel Repair Liability Search**

This search checks whether there is the legal obligation on the property owner to contribute towards the cost of repairs to the local parish church which can be very expensive. Typically, the cost of this search is £25.80 plus VAT.

### **Bankruptcy Search**

As part of your mortgage offer (if applicable) your lender will require that this search is carried out to confirm whether you have been declared bankrupt. The cost of this search is £2 per name.

### **Land Registry Priority Search**

A priority search is used to protect a transaction and prevents registration at the Land Registry of an adverse interest for 30 business days to allow the applicant to lodge the protected application. The cost of this search is £3.

### **Bank Transfer fee**

Where funds are sent electronically a bank transfer fee of £17.00 plus VAT per transfer is applicable.

### **Other local searches**

Depending on the location of the property, some further searches may be required, particularly if there has been a history of mining in the area. The cost of the searches depend on the location of the property and the type of search being carried out. Typically these searches cost between £40 - £250 plus VAT.

### **Indemnity policies**

During the conveyancing process an issue with the property, for example a potential liability or defect in the title to the property may arise and an indemnity policy may be taken out to protect you and/or your lender (if applicable) against such liability or defect.

The cost of an indemnity policy is linked to the purchase price and details of the cost will be provided should such a policy become necessary.

## Leasehold Property disbursements

The disbursements which we anticipate will apply in the case of a purchase of a leasehold property are set out separately below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £75 - £150 plus VAT.
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £75 - £150 plus VAT.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £75 - £150 plus VAT.
- Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £75 - £150 plus VAT.

\*\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

You should also be aware that ground rent and service charges are likely to apply throughout your ownership of the property. We will confirm the ground rent and the anticipated service charges as soon as this we receive this information.

## Land Registry fee

Value or amount	Apply by post	Apply using the portal or Business Gateway, for transfers or surrenders which affect the whole of a registered title	Apply using the portal or Business Gateway, for registration of all leases and transfers or surrenders which affect part of a registered title	Voluntary first registration (reduced fee)
0 to £80,000	£45	£20	£45	£30
£80,001 to £100,000	£95	£40	£95	£70
£100,001 to £200,000	£230	£100	£230	£170
£200,001 to £500,000	£330	£150	£330	£250
£500,001 to £1,000,000	£655	£295	£655	£495
£1,000,001 and over	£1,105	£500	£1,105	£830

## **Stamp Duty or Land Tax**

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using [HMRC's website](#) or if the property is located in Wales [by using the Welsh Revenue Authority's website here](#).

## **How long will my house purchase take?**

How long it will take from your offer being accepted until you can move into your house will depend on a number of factors. The average process takes between 10 - 12 weeks.

It can be quicker or slower, depending on the circumstances of the transaction and the parties in the chain.

However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer. In such a situation additional charges would apply.

## **What our work entails and key stages of the process**

There are numerous stages involved in the purchase of a residential property which vary according to the circumstances. We have set out below some key stages that are generally involved together with information about the services we provide in respect of each stage. Please note that this is not exhaustive, and the stages and the services we provide may differ depending on the circumstances of your transaction:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer with you
- Send final contract to you for signature
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

## Sale of a residential property

Last updated 04 November 2024

Our fees in respect of a purchase of a residential property are typically between 0.50% and 0.75% of the purchase price of the property you are purchasing depending on the nature and complexity of the transaction plus VAT and disbursements.

An illustration of our typical fee for the sale of a residential property is as follows:

Sale price	Minimum fee	Maximum fee
up to £250,000.00	£1,250.00 plus VAT	£1,875.00 plus VAT
up to £500,000.00	£2,500.00 plus VAT	£3,750.00 plus VAT
up to £750,000.00	£3,750.00 plus VAT	£5,626.00 plus VAT
up to £1,000,000.00	£5,000.00 plus VAT	£7,500.00 plus VAT
up to £1,500,000.00	£7,500.00 plus VAT	£11,250.00 plus VAT
up to £2,000,000.00	£10,000.00 plus VAT	£15,000.00 plus VAT
Over £2,000,000.00	Please contact us for details	

Our fees cover all of the work\* required to complete the sale of your property.

\* Our fees assume that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion, or the property or part of the property is unregistered, or building regulations or planning permission has not been obtained, or the preparation of additional documents ancillary to the main transaction
- b. the transaction is not unduly time consuming, is concluded in a timely manner and no unforeseen complications arise
- c. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- d. in the case of the sale of a leasehold property that it is the assignment of an existing lease that does not require the landlord's consent to assign, and a lease extension is not required. Additional charges would apply in such situations.
- e. in the case of a sale of a leasehold property that the Building Safety Act 2022 does not apply to the property. If it does apply, additional charges would apply in respect of the additional work that may be required to ensure that the Act is complied with.
- f. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Any of the above factors would typically increase the cost of the service.

## **Disbursements\*\***

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

It is difficult to foresee every single disbursement that could arise during the conveyancing process. A typical residential sale will usually involve the following disbursements:

### **Land Registry Title documents**

These are title documents which confirm that the seller is the legal owner of the property being sold. There may be a number of documents which make up the title. The cost of obtaining copies from the Land Registry is £3 per document.

### **Bank Transfer fee**

Where funds are sent electronically a bank transfer fee of £17.00 plus VAT per transfer is applicable.

### **Leasehold Information Pack**

If you are selling a leasehold property an information pack typically prepared by the managing agents of the building is required. The cost of the pack varies from managing agent to managing agent. Often the cost is between £200 - £500 plus VAT.

## **How long will my house sale take?**

How long it will take from an offer being accepted until completion takes place will depend on a number of factors. The average process takes between 10 - 12 weeks.

It can be quicker or slower, depending on the circumstances of the transaction and the parties in the chain.

However, if you are selling a leasehold property that requires an extension of the lease, this can take significantly longer. In such a situation additional charges would apply.

## **What our work entails and key stages of the process**

There are numerous stages involved in the sale of a residential property vary according to the circumstances. We have set out below some key stages that are generally involved together with information about the services we provide in respect of each stage. Please note that this is not exhaustive, and the stages and the services we provide may differ depending on the circumstances of your transaction:

- Take your instructions and give you initial advice
- Contact your lender to obtain a redemption statement if needed
- Prepare contract documents

- Reply to any necessary enquiries of buyer's solicitor
- Obtain further planning documentation if required
- Send final contract to you for signature
- Agree completion date (date from which you cease to own the property)
- Exchange contracts and notify you that this has happened
- Complete sale
- Arrange for mortgage to be redeemed if applicable
- Send sale proceeds to you

## Mortgages and Re-mortgages

Last updated 04 November 2024

Our fees in respect of a mortgage and re-mortgage of a residential property are typically between 0.50% and 0.75% of the amount of the new mortgage to be secured against your property depending on the nature and complexity of the transaction plus VAT and disbursements.

An illustration of our typical fee for a mortgage/re-mortgage of a residential property is as follows:

Amount of mortgage	Minimum fee	Maximum fee
up to £250,000.00	£1,250.00 plus VAT	£1,875.00 plus VAT
up to £500,000.00	£2,500.00 plus VAT	£3,750.00 plus VAT
up to £750,000.00	£3,750.00 plus VAT	£5,626.00 plus VAT
up to £1,000,000.00	£5,000.00 plus VAT	£7,500.00 plus VAT
up to £1,500,000.00	£7,500.00 plus VAT	£11,250.00 plus VAT
up to £2,000,000.00	£10,000.00 plus VAT	£15,000.00 plus VAT
Over £2,000,000.00	Please contact us for details	

Our fees cover all of the work\* required to complete the mortgage/re-mortgage of your property, including dealing with registration at the Land Registry.

\* Our fees assume that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion, or the property or part of the property is unregistered, or building regulations or planning permission has not been obtained, or the preparation of additional documents ancillary to the main transaction
- b. the transaction is not unduly time consuming, is concluded in a timely manner and no unforeseen complications arise
- c. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- d. in the case of the remortgage of a leasehold property that a lease extension is not required. Additional charges would apply in such situations.
- e. in the case of a leasehold property that the Building Safety Act 2022 does not apply to the property. If it does apply, additional charges would apply in respect of the additional work that may be required to ensure that the Act is complied with.
- f. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Any of the above factors would typically increase the cost of the service.

## **Disbursements\*\***

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

It is difficult to foresee every single disbursement that could arise during the conveyancing process. A typical residential sale will usually involve the following disbursements:

### **Land Registry Title documents**

These are title documents which confirm that the seller is the legal owner of the property being sold. There may be a number of documents which make up the title. The cost of obtaining copies from the Land Registry is £3 per document.

### **Bank Transfer fee**

Where funds are sent electronically a bank transfer fee of £17.00 plus VAT per transfer is applicable.

### **Local Authority Search**

This is a set of standard enquiries raised with the local authority council and will reveal, amongst other things, any planning permissions and building regulations consent for work undertaken on the property. The search is only in respect of the property itself and would not reveal proposals to develop or extend neighbouring land or property.

The cost of the local authority search varies from local authority to local authority can typically range from £150 - £500 plus VAT.

### **Water & Drainage Search**

This search checks whether the property is connected to mains water and drainage. The cost of this search is typically £65.40 plus VAT.

### **Environment Search**

This search outlines if there is any contamination in close proximity to the property. The cost of this search is typically £132 plus VAT

### **Chancel Repair Liability Search**

This search checks whether there is the legal obligation on the property owner to contribute towards the cost of repairs to the local parish church which can be very expensive. Typically, the cost of this search is £25.80 plus VAT.

## **Bankruptcy Search**

As part of your mortgage offer (if applicable) your lender will require that this search is carried out to confirm whether you have been declared bankrupt. The cost of this search is £2 per name.

## **Land Registry Priority Search**

A priority search is used to protect a transaction and prevents registration at the Land Registry of an adverse interest for 30 business days to allow the applicant to lodge the protected application. The cost of this search is £3.

## **Other local searches**

Depending on the location of the property, some further searches may be required, particularly if there has been a history of mining in the area. The cost of the searches depends on the location of the property and the type of search being carried out. Typically these searches cost between £40 - £250 plus VAT.

## **Indemnity policies**

During the conveyancing process an issue with the property, for example a potential liability or defect in the title to the property may arise and an indemnity policy may be taken out to protect you and/or your lender (if applicable) against such liability or defect.

The cost of an indemnity policy is linked to the purchase price and details of the cost will be provided should such a policy become necessary.

## **Leasehold Property disbursements**

The disbursements which we anticipate will apply in the case of a purchase of a leasehold property are set out separately below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

- **Notice of Transfer fee** – This fee if chargeable is set out in the lease. Often the fee is between £75 - £150 plus VAT.
- **Notice of Charge fee (if the property is to be mortgaged)** – This fee is set out in the lease. Often the fee is between £75 - £150 plus VAT.
- **Deed of Covenant fee** – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £75 - £150 plus VAT.
- **Certificate of Compliance fee** - To be confirmed upon receipt of the lease, as can range between £75 - £150 plus VAT.

- **Leasehold Information Pack** - An information pack typically prepared by the managing agents of the building is required. The cost of the pack varies from managing agent to managing agent. Often the cost is between £150 - £500 plus VAT.

\*\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

### Land Registry fees

Value or amount	Apply by post	Apply using the portal or Business Gateway, for transfers of whole, charges of whole, transfers of charges and other applications of whole of registered titles	Apply using the portal or Business Gateway for registration of transfers of part, and all other Scale 2 applications that do not affect the whole of a registered title
0 to £100,000	£45	£20	£45
£100,001 to £200,000	£70	£30	£70
£200,001 to £500,000	£100	£45	£100
£500,001 to £1,000,000	£145	£65	£145
£1,000,001 and over	£305	£140	£305

### How long will my mortgage/remortgage take?

How long it will take from an offer being sent by your lender until completion takes place will depend on a number of factors. The average process takes between 4 - 6 weeks.

It can be quicker or slower, depending on the circumstances of the transaction.

However, if you are mortgaging or remortgaging a leasehold property that requires an extension of the lease, this can take significantly longer. In such a situation additional charges would apply.

### What our work entails and key stages of the process

There are numerous stages involved in the mortgage or remortgage of a residential property which vary according to the circumstances. We have set out below some key stages that are generally involved together with information about the services we provide in respect of each stage. Please

note that this is not exhaustive, and the stages and the services we provide may differ depending on the circumstances of your transaction:

- Take your instructions and give you initial advice
- Contact existing lender to obtain a redemption statement if needed
- Carry out searches
- Obtain further planning documentation if required
- Go through conditions of mortgage offer with you
- Send mortgage documents to you for signature
- Agree completion date
- Arrange for all monies needed to be received from lender and you
- Complete mortgage/remortgage
- Arrange for mortgage to be redeemed if applicable
- Deal with application for registration at Land Registry

### **Hourly Rates for Residential Property work**

Although our fees for the above residential property work are generally calculated on a percentage basis, there are some matters may require work to be carried out at our hourly rates which are set out below plus VAT at the prevailing rate (currently 20%):

#### **Hourly rates:**

Alexander Trager-Lewis (Partner):	£575 plus VAT per hour
Benjamin Gettings (Partner):	£525 plus VAT per hour
Rejo Doal (Partner):	£500 plus VAT per hour
Consultant solicitors:	£425 plus VAT per hour
Aaron Sharma / Andrew Lakin	
/ other solicitors:	£375 plus VAT per hour
Other / trainee solicitors:	£275 plus VAT per hour

## Debt Recovery

Last updated 04 November 2024

Our fees in respect of debt recovery matters are charged at our hourly rates stated below plus VAT at the prevailing rate (currently 20%), where appropriate. We can confirm if VAT is chargeable following instruction. Disbursements incurred are charged in addition to our fees.

We may agree other ways of charging, depending on the matter and your requirements.

The exact number of hours to be spent on your matter will depend on the circumstances of your case, and we can provide an estimate to you once you provide us with all of the information relating to your matter.

### Hourly rates:

Alexander Trager-Lewis (Partner):	£575 per hour
Benjamin Gettings (Partner):	£525 per hour
Rejo Doal (Partner):	£500 per hour
Consultant solicitors:	£425 per hour
Aaron Sharma / Andrew Lakin	
other solicitors:	£300 - £375 per hour
Other / trainee solicitors:	£275 per hour

### Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Court fees or Counsel's fees. We usually handle the payment of the disbursements on your behalf to ensure a smoother process. Some disbursements also incur VAT at the prevailing rate.

### Court fees

The Court fee payable depends on the value of the debt plus interest, being claimed. You can calculate the Court issue fee by following the link:

<https://www.gov.uk/make-court-claim-for-money/court-fees>

Hearing fees and other filing fees may be payable if your matter proceeds as a disputed claim.

### Counsel's fees

We may wish to instruct Counsel should the matter necessitate issuing Court proceedings.

Counsel's fees vary depending on nature of the claim and the experience of the Counsel for preparing a claim, providing advice and attending hearings. We will always endeavour to instruct Counsel with the requisite level of experience and knowledge for your case and within a price which is acceptable to you. The fees of the Counsel will be discussed with you in advance of instruction. For further guidance, please see:

<https://www.barstandardsboard.org.uk/using-a-barrister/how-do-i-pay-a-barrister/#be>

### Average costs

The below is an example of the average costs, by reference to debt value, that may apply in relation to debt recovery for an unpaid invoice which is not disputed, Counsel is not used, default judgment is obtained, but no enforcement action is taken.

The example assumes the work is supervised by our principal debt recovery Partner, Rejo Deal, (minimum of half an hour, up to two hours of work, at £500 per hour plus VAT at 20%, where applicable) with assistance from a more junior lawyer (two to four hours of work at £300 per hour plus VAT at 20%, where applicable).

More time is likely to be spent as the value of the debt recovery increases due to the increased liability attached to the work.

Debt Value	Court fee	Our average fee (inc. VAT @20%)	Total
Up to £5,000	£205	£1,020 - £2,640	£1,225 – £2,845
£5,000.01 - £10,000	£455	£1,680 - £2,640	£2,135 – £3,095
£10,000.01 - £200,000	5% of claim value	£1,980 - £2,640	£1,980 - £2,640 + Court fee

Our fee includes the following key stages:

- Taking your instructions and reviewing documentation.
- Undertaking appropriate searches.
- Sending a Pre-action Protocol letter before action, where applicable.
- Receiving payment and sending it on to you, or if the debt is not paid, drafting and issuing claim.
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgment in default.
- When Judgment in default is received, write to the other side to request payment.
- If payment is not received within X days, providing you with advice on next steps for enforcement and likely costs.

Anyone wishing to proceed with a claim should note that:

- The VAT element of our fee cannot be reclaimed from your debtor.

- Interest and compensation may take the debt into a higher banding, with a higher cost.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.

If the other party disputes your claim at any point, we will discuss any further work that is required, and provide you with revised advice about costs of necessary, which is likely to be calculated in relation to our hourly rate and anticipated work.

## **Timescales**

### Resolved pre-litigation (without issuing Court proceedings)

Matters usually take 2-15 weeks from receipt of instructions from you to receipt of payment from the other side, depending on several factors including issues raised by the other side and their conduct.

### Resolved with litigation (Court proceedings are necessary)

Pre-action correspondence is in most cases necessary to comply with the Civil Procedure Rules that govern Court proceedings, and we would allow at least 6 weeks for this to take place.

Once Court proceedings have been issued, we are somewhat at mercy of the Court and the conduct of the other side as to how swiftly matters can proceed. Deadlines for compliance with various steps during litigation are provided by the Court as the matter proceeds, and ideally a Court hearing should take place in the region of the following timescales, but they are often subject to change:

Fast track cases (£10,000 to £25,000): final hearing 30 weeks after allocation to that track

Multi track cases (over £25,000): final hearing a minimum of 30 weeks after allocation, but more likely to be increased if the case is complex.

## Employment

Last updated 04 November 2024

Our fees in respect of employment matters are charged at our hourly rates stated below plus VAT at the prevailing rate (currently 20%), where appropriate. We can confirm if VAT is chargeable following instruction. Disbursements incurred are charged in addition to our fees.

We may agree other ways of charging, depending on the matter and your requirements.

The exact number of hours to be spent on your matter will depend on the circumstances of your case, and we can provide an estimate to you once you provide us with all of the information relating to your matter.

### Hourly rates:

Alexander Trager-Lewis (Partner):	£575 per hour
Benjamin Gettings (Partner):	£525 per hour
Rejo Doal (Partner):	£500 per hour
Consultant solicitors:	£425 per hour
Aaron Sharma / Andrew Lakin	
other solicitors:	£300 - £375 per hour
Other / trainee solicitors:	£275 per hour

We would anticipate that your matter would be handled by a number of qualified solicitors (including one of our consultants, who has specialised in employment law since qualifying in 2007).

The majority of the work and day-to-day handling of your matter would be conducted by a solicitor charging between £375 - £500 per hour (plus VAT at 20%, where appropriate). A supervising Partner would be charged at £575 - £625 per hour (plus VAT at 20%, where appropriate), depending on seniority.

A more junior lawyer is likely to provide assistance throughout, and particularly in the immediate preparation of any hearing at £300 - £375 per hour (plus VAT at 20%, where appropriate).

We would anticipate a simple straightforward case to take between 20-30 hours preparation based on carrying out all the key stages set out below. We can discuss possible funding options, such as cover under an insurance policy, at the first appointment.

## Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees or Counsels fees. We usually handle the payment of the disbursements on your behalf to ensure a smoother process.

Each Counsel will have their own fees depending on their level of experience as advocate for attending a Tribunal hearing (including preparation). We will always endeavour to instruct a barrister with the requisite level of experience and knowledge for your case and within a price which is acceptable to you. The Counsel's fees will be discussed with you in advance of instruction. By way of assistance please see:

<https://www.barstandardsboard.org.uk/for-the-public/finding-and-using-a-barrister/barristers-fees.html#be>

### Average costs: pre-Tribunal hearing costs

The below are some examples of the average costs that may apply in relation to either bringing or defending an unfair or wrongful dismissal claim, depending on complexity, up to but not including the final Tribunal hearing costs (which are referred to further below).

The examples assume the work is undertaken by a combination of our qualified lawyers, including our employment Consultant, Georgiana Delorme, other solicitors, a more junior assistant, and with the work supervised by a more senior Partner.

The examples below allow for a minimum of 15 hours of work, for a simple matter, and up to 50 hours, for a complex matter, charged at £425 to £500 per hour plus VAT, incurred by the fee earner with the day-to-day conduct of your file.

In addition to this, the examples below also allow for the matter to be supervised by a Partner (minimum of two hours, for a simple matter, up to 10 hours of work, for a more complex matter, at £575 per hour plus VAT), and for the assistance of a more junior lawyer (a minimum of two hours for a simple matter, up to ten hours of work, for a more complex matter), at £300 per hour plus VAT.

The examples provided below also allow for some review and/or drafting by counsel (a barrister), specialising in employment law, who is not a 'silk' (King's Counsel), and whose experience will range from newly qualified, to over ten years call 'at the bar'.

More time is likely to be spent as the complexity and value of the case increases due to the increased liability attached to the work, and the amount of hours required. Counsel's fees will also increase depending on the complexity of the matter, the time engaged, and the experience of the counsel.

Case Type	Counsel's fee (inc. VAT at 20%)	Our fee (inc. VAT at 20%)	Total (inc. VAT at 20%)
Simple	£600 - £2,100	£10,920 - £15,600	£11,520 - £17,700
Medium	£2,100 - £6,000	£15,600 - £22,800	£17,700 - £28,800
Complex	£6,000 - £12,600	£22,800 - £39,600	£28,800 - £52,200

Example of a simple matter: the facts can be clearly established and relate to one, or a small number, of incidents. The documents supporting the claim are relatively few in number. A small number of witnesses are required and there are not many elements in dispute.

Example of a medium matter: the facts relate to a longer period of time and have more intricate elements to them. A number of witnesses are required and there are several points of dispute. One or more of the complicating factors below are involved.

Example of a complex matter: the facts relate to a longer period of time, there is a lot of evidence to review, and several elements are disputed. A number of witnesses are required, and it is not easy to obtain their evidence and/or there are several other complicating factors below involved.

Some examples of factors that could make a case more complex and therefore change the anticipated price are:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- Defending claims that are brought by litigants in person
- Making or defending a costs application
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)
- The number of witnesses and documents
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer
- Allegations of discrimination which are linked to the dismissal

If a case became more complex during the course of the matter, we would expect that the time spent on such a case would increase substantially and we will discuss this with you at every stage of the case.

### **Attendance at a Tribunal Hearing**

In addition to the above fees, if your case cannot be settled and proceeds to the Tribunal hearing, costs will be incurred for our attendance at that hearing.

The costs of this will be at our hourly rates as per the above, and will reflect our time engaged at the hearing and any preparation, travel, or waiting time, if applicable. Generally, we would allow for a hearing to be listed for 1-2 days, depending on the complexity of your case, but the length of your case will entirely depend upon the amount of time that the Tribunal Judge directs that it should be listed for. It is possible that in the region of 7 hours of our chargeable time will be incurred on each day, where the Tribunal hearing lasts for a full day.

Increasingly, hearings are listed for attendance by video link, but this is still classed as attendance at a Tribunal hearing.

Counsel would also provide their estimate for attending the Tribunal hearing per day (be it by video link, or in person). Their quote will depend on the experience of the advocate, and will include their time for preparation.

## Key stages of an Employment Tribunal claim and what is included our fees:

A **straightforward** dismissal claim is likely to involve;

- Meeting with the client to take instructions, reviewing papers and discussing merits and likely compensation of claim, which will be reviewed as the case continues (typically, up to 2 hours)
- Acting in negotiations through ACAS under compulsory early pre-claim conciliation (typically, up to 1-2 hours)
- Drafting a document setting out the factual and legal basis of your claim (particulars of claim) or response to particulars of claim as well as the Employment Tribunal claim or response forms (typically, up to 3 hours)
- Liaising with client, opposition, and Tribunal on matters such as review of claim or response of other party and exploring settlement options and case progression (typically, 3-4 hours)
- Preparation of case management form for case management hearing or telephone conference, preliminary hearing where applicable and determined by the Tribunal (typically 3-4 hours)
- Preparation of or considering schedule of loss, taking and drafting witness statements, liaising with Counsel (typically 4-5 hours)
- Exchanging documents with the other party and agreeing a bundle of documents (typically, 1-2 hours)
- Preparing bundle of documents (typically 1-2 hours)
- Reviewing and advising on the other party's witness statements (typically 1 hour)
- Agreeing a list of issues, a chronology and/or cast list (typically 2-3 hours)
- Preparation and attendance at final Tribunal hearing, including instructions to Counsel (see above for possible timeframes)

The stages set out above are an indication and if some of the stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

For further information on the stages of the Employment Tribunal claim for unfair dismissal or wrongful dismissal please see:

<https://www.gov.uk/employment-tribunals/if-you-win-your-case>

## How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved.

If a settlement is reached during pre-claim conciliation, your case may only take a few weeks from initial meeting to settlement.

If your claim proceeds to a Tribunal hearing, your case may take up to a year at current Employment Tribunal process rates. This is just an estimate, and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

## Immigration

Last Updated 04 November 2024

### Our immigration services include:

- Corporate Immigration (applying for a sponsor licence)
- Work visas (Skilled Worker and other points based applications)
- Spouse/family visas (for more than 6 months)
- Indefinite Leave to Remain
- Nationality and Citizenship
- Other visas e.g. ancestry visas

This is a summary of the most frequently requested services and is not an exhaustive list of our areas of expertise. For further details of our immigration services, please contact us.

### Our immigration fees

Our fees in respect of immigration matters are charged at our hourly rates stated below plus VAT at the prevailing rate (currently 20%), where appropriate. We can confirm if VAT is chargeable following instruction. Disbursements incurred are charged in addition to our fees.

We may agree other ways of charging, depending on the matter and your requirements.

The exact number of hours to be spent on your matter will depend on the circumstances of your case, and we can provide an estimate to you once you provide us with all of the information relating to your matter.

### Hourly rates:

Alexander Trager-Lewis (Partner):	£575 per hour
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Aaron Sharma / Andrew Lakin	
other solicitors:	£300 - £375 per hour
Other / trainee solicitors:	£275 per hour

We always aim to provide fair and transparent fees for all cases. For this reason, we price each case individually. Factors such as the requirement for lengthy or numerous translations, the number of

documents you need to submit, your location, the urgency of the matter, and the complexity of the case can have an impact on the work required, and the costs involved.

We offer a free initial consultation to discuss the details of your case, the options available to you, and how our legal team can assist in your matter.

We will then provide you with an estimate of our fees so that you have a clear idea of how much it will cost you depending on the level of service you required, and the complexity of the type of application. Our quotes are based on our hourly rates, depending on the level of staff handling your matter.

It will usually be the case that the majority of the work and day-to-day conduct of your case will be dealt with by a solicitor charging between £425 to £500 per hour (plus VAT at 20%, where appropriate), assisted by a more junior lawyer charging £300 per hour (plus VAT at 20%, where appropriate), and supervised by the Senior Partner charging £625 per hour (plus VAT at 20% where appropriate). Our worked examples below give an idea of the average range of costs.

We price each case individually by looking at the circumstances in your case.

Things we will look at will include:

- The amount of supporting evidence that we need to consider
- Whether you are applying with other dependants
- Whether we need to accompany you to a Home Office interview
- The urgency of your matter
- If you are meeting the immigration rules
- If you are 'switching' from one visa category to another
- If you have personal circumstances affecting your application
- If you have a criminal record
- If you are renewing an existing visa

All applications will vary depending on the above and we can give you an accurate estimate of our fees once we have more information about your specific case.

### **What services are included**

The work will involve:

- discussing your circumstances in detail and advising on the most appropriate options available to you;
- giving you advice about the requirements of the Immigration Rules and whether you meet the criteria;
- if you do not fulfil certain criteria, whether this can be overcome and how;

- considering the supporting evidence, you have provided;
- where necessary, helping you obtain further evidence;
- preparing your application and either: a) submitting it on your behalf where that is permissible, otherwise b) assisting you as you make your application;
- giving you advice about the timescales and outcome of the application and any further steps you need to take.

We cannot guarantee the time that the Home Office will take to process an application. Information on current processing times can be found:

- [here](#) (inside the UK)

- [here](#) (outside the UK)

**Average costs, key stages, and timescales, for initial applications, using our most frequently requested services:**

- **Corporate Immigration** (applying for a sponsor licence, for a small UK company)

On average, this type of work takes between 10 to 12 hours to complete. This means that on average the costs are between £4,000 and £6,000 plus VAT at 20%.

Key stages and average timescales:

- Initial interview, issuing engagement letter, gathering information, analysing licence and visa requirements and documents, drafting application, advising on sponsor duties: 4 to 12 weeks
- Filing application for licence and receiving a response: 8 to 10 weeks
- Requesting Certificates of Sponsorship (CoS) (if not included previously) and issuing to sponsored worker: 1 week

- **Work visas** (Skilled Worker and points based system)

On average, this type of work takes between 8 to 10 hours to complete. This means that on average costs are between £3,000 and £4,000 (plus VAT at 20%, where applicable).

Key stages and average timescales:

- Initial interview, issuing engagement letter, gathering information and CoS, analysing visa requirements and documents, drafting application: 4 to 12 weeks
- Filing application for visa, your attendance at necessary appointments, and receiving a response: 4 to 8 weeks

- **Spouse/family visas**

On average, this type of work takes between 10 to 12 hours to complete. This means that on average costs are between £4,000 and £6,000 (plus VAT at 20%, where applicable).

Key stages and average timescales:

- Initial interview, issuing engagement letter, gathering information, analysing visa requirements and documents, drafting application: 4 to 12 weeks
- Filing application for visa, your attendance at necessary appointments, and receiving a response: 4 to 8 weeks

The above is for one adult application. Where a child or children are applying with an adult we will quote for the work required for their application(s) also, which is likely to be less than the above, as most of the information required for the child's application should already be available. This will be clarified when we know more about your case.

- **Indefinite Leave to Remain (ILR)**

On average, this type of work takes between 8 to 10 hours to complete. This means that on average costs are between £3,000 and £4,000 (plus VAT at 20%, where applicable).

Key stages and average timescales:

- Initial interview, issuing engagement letter, gathering information, analysing criteria and documents, drafting application: 4 to 12 weeks
- Filing application for ILR, your attendance at necessary appointments, and receiving a response: 8 weeks to 6 months

The Home Office can take up to 6 months to decide an ILR application and this should be taken into consideration when the application is made.

- **Nationality and Citizenship**, following Indefinite Leave to Remain, or Registration for an eligible Child

On average, this type of work takes between 8 to 10 hours to complete. This means that on average the costs are between £3,000 and £4,000 (plus VAT at 20%, where applicable).

Key stages and average timescales:

- Initial interview, issuing engagement letter, gathering information, analysing necessary criteria and documents, drafting application: 4 to 12 weeks
- Filing application for citizenship, attending necessary appointments, and receiving a response: up to 6 months

The Home Office can take up to 6 months to decide an application for British Citizenship and this should be taken into consideration when the application is made.

- **Other visas** e.g. ancestry visas

On average, this type of work takes between 8 to 10 hours to complete. This means that on average the costs are between £3,000 and £4,000 (plus VAT at 20%, where applicable).

Key stages and average timescales:

- Initial interview, issuing engagement letter, gathering information, analysing necessary criteria and documents, drafting application: 4 to 12 weeks
- Filing application for citizenship, attending necessary appointments, and receiving a response: 4 to 6 weeks.

If you are able to provide documents and translations swiftly, with little involvement from us, and clearly meet the Immigration Rules, the cost of your matter is likely to be at the lower end of the above range.

Visa renewals are usually a swifter process and on average would cost in the region of 60% to 75% of the average cost for the initial application illustrated above, but this is just an indication – a full quote would be provided when we receive more information about your matter.

**Disbursements** (not included in costs set out above):

Disbursements are costs related to your matter that are payable to third parties, such as Home Office visa fees, the Immigration Skills Charge, the Healthcare Surcharge, and the fee for a Certificate of Sponsorship. We handle the payment of some the disbursements on your behalf to ensure a smoother process. Others must be paid by you when making your application, or assigning a Certificate of Sponsorship, for example.

We will provide you with details of any likely disbursements, which may include the following:

- UK Home Office fees, click [here](#) for a list of their fees;
- The Healthcare Surcharge, click [here](#) for calculator;
- Fee for Certificate of Sponsorship (paid by corporate sponsor), click [here](#) for information
- Immigration Skills Charge (paid by corporate sponsor), click [here](#) for information;
- Translator's fees (these can vary greatly depending on the matter – if you require, a quote would be obtained and approved by you);
- Visa application centre fees, such as the UKVCAS and other visa application centres abroad (TLS contact centre) – these could be for priority processing or to retain your passport while an application is made. These fees can vary greatly and depend on the application you require, the services available, and your location. More information will be provided when we are instructed and can assess your requirements.
- Courts fees or any barrister's fees instructed in your matter (these can vary greatly depending on the matter – a quote would be obtained and approved by you – these are not typical for most applications that we deal with).

**Other costs not included in the fees set out above:**

- Where the Home Office refuse your application: our fees in relation to advice and assistance required for any appeal are not included in the average costs given above.
- Interpreters' fees: where official interpreters are required, it should be noted that costs for their services can be significant and would need to be obtained on a case by case basis. We do not regularly work with professional interpreters, but would liaise with you to arrange the same should it prove necessary. Quotes for their services would be agreed with you in advance.
- Fees for medical experts and/or the advice of other professionals not otherwise listed above.
- Costs generated by unforeseen or un-anticipated circumstances – we would always revert to you to alert you to such costs, and discuss the same with you, should they arise.

## Probate

Last updated 04 November 2024

When someone dies, dealing with their affairs can be a painful and difficult process, but we can help you to navigate some of the legal formalities. For some broad guidance on the initial practical steps, and what may be required, please see the information provided [here](#).

A Grant of Representation to deal with the deceased's assets may be needed:

- When someone dies leaving a valid Will, you may need to apply for a Grant of Probate, and the Executor(s) will deal with the estate.
- Where someone dies without a Will, you may need to apply for a Grant of Administration (an intestacy), and the Administrator(s) will deal with the estate.

Both of the above are often commonly referred to as 'probate'.

In some circumstances a Grant of Representation is not required to deal with the assets of the deceased. We can help you assess if this is the case.

It will be the Executor(s) or Administrator(s) who are the client of this firm.

### Our probate fees

Our fees in respect of probate matters are charged at our hourly rates stated below plus VAT at the prevailing rate (currently 20%), where appropriate. We can confirm if VAT is chargeable following instruction. Disbursements incurred are charged in addition to our fees.

We may agree other ways of charging, depending on the matter and your requirements.

The exact number of hours to be spent on your matter will depend on the circumstances of your case, and we can provide an estimate to you once you provide us with all of the information relating to your matter.

### Hourly rates:

Alexander Trager-Lewis (Partner):	£575 per hour
Benjamin Gettings (Partner):	£525 per hour
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Consultant solicitors:	£425 per hour
Aaron Sharma / Andrew Lakin	
other solicitors:	£300 - £375 per hour
Other / trainee solicitors:	£275 per hour

## **Applying for the grant, collecting in, and distributing the assets**

We always aim to provide fair and transparent fees for all matters. For this reason, we price each matter individually depending on the circumstances of your case and will provide you with an estimate of costs at the outset.

The exact number of hours to be spent on your matter will depend on the circumstances of your case, including any relevant factors, such as the mixture of assets and liabilities (intangible assets, foreign assets, number of assets/liabilities), tax filings required, residence and domicile issues, and any other complicating factors (such as claims against the estate, and missing beneficiaries etc.).

It is likely that the day-to-day conduct of your case will be dealt with by a solicitor charging between £425 to £500 per hour (plus VAT at 20%, where appropriate), with support from a junior solicitor charging £300 to £375 per hour (plus VAT at 20%, where appropriate), supervised by a more senior Partner charging £575 to £625 per hour (plus VAT at 20%, where appropriate), depending on their seniority.

## **Probate options**

### **Full Estate Administration**

We offer clients a full estate administration service which typically includes the following key stages:

- notifying organisations of the death of the deceased
- locating and advising on the last valid testamentary documents (if available)
- identifying the persons eligible to apply for the Grant and the type of application required
- preparing Inheritance Tax returns
- assembling the necessary information to complete the required application
- settling any Inheritance Tax payable (for an indication of inheritance tax due, the online inheritance tax calculator can be found [here](#))
- arranging for assets to be cashed in or transferred to beneficiaries as required
- payment of any liabilities of the deceased
- distributing assets of the estate to the beneficiaries
- producing Estate Accounts for approval of the residuary beneficiaries

### **Probate Only**

We also offer clients a “Probate Only” service where the client obtains the necessary information, and we complete the Inheritance Tax return and Probate application on their behalf.

### **Average costs for Full Estate Administration:**

- 1) This is for estates where:
  - It is a simple uncontested estate with a Will;
  - There are no foreign assets;
  - There is only one UK property;
  - There are no more than five bank accounts or building society accounts;
  - There are no intangible assets;
  - There are 1 to 5 beneficiaries;
  - There are no disputes regarding division of assets;
  - There is no inheritance tax payable, and the Executors **do not need to submit a full inheritance tax return to HMRC**

Estimated time: 10 to 15 hours of work

Average costs: £5,500 to £8,500 (plus VAT at 20%, where applicable)

Where an estate has one beneficiary, and one bank account, the costs will be at the lower end of the range. If there are multiple beneficiaries, and/or multiple bank accounts or creditors, costs will be at the higher end.

- 2) Where an estate has similar aspects as the above, but a **full inheritance tax return to HMRC is required**, and tax is payable, due to the obtaining of valuations, completion of the necessary forms, and payment of tax, we would anticipate as follows:

Estimated time: 20 to 30 hours of work

Average costs: £12,500 to £20,000 (plus VAT at 20%, where applicable)

- 3) Where an estate has similar aspects as either of the above scenarios, but **there is no Will (an intestacy)**, we would anticipate that at a further 3 to 5 hours of work would be required in relation to will searches, tracing family, and verifying the beneficiaries. The above average costs could be expected to increase respectively by an estimated £2,000 to £3,500 (plus VAT at 20%, where applicable).

Other factors that can increase costs include but are not limited to:

- Missing beneficiaries
- Residence and domicile issues
- Competition with international law/where the estate involves assets in several jurisdictions
- Reliance on a foreign Will
- Claims against the estate
- Executors or administrators who have difficulty working together
- The conduct of third parties that increases the work required in dealing with the estate

We regularly deal with uncontested, complex estates, involving issues of residence and domicile, with high value assets, foreign assets (or elements), and where tax is due, and it is not uncommon for these estates to incur costs in excess of £30,000 plus VAT at 20%, with disbursements on top.

### **Disbursements**

Disbursements are costs related to your matter that are payable to third parties, such as court fees, valuer's fees, and search fees. We usually handle the payment of the disbursements on your behalf to ensure a smoother process.

### **Possible disbursements :**

- Probate application fee of approximately £273
- If it is necessary to settle documents with the Probate Registry in advance, this costs £12 per document
- Additional copies of the Grant £1.50 each (if applied for with the main application)
- s27 Trustee Notices (as appropriate) £80 - £200 approx. plus VAT at 20%. Used to protect Executors and Administrators from unknown creditors.
- Estate/Financial Searches (as appropriate) £185 approx. plus VAT at 20%. Used to search for assets and confirm information in relation to the deceased' estate.
- Land Registry documents (as appropriate) £3 per title entry or plan
- Bankruptcy-only Land Charges Department searches (£2 per beneficiary)
- Valuation fees (unknown) – for example, for land/buildings, shares, artwork and house contents, cars etc.

Valuation fees can vary from a few pounds (listed shares) to a few thousand pounds (private shares in a company owning investments), depending on the asset.

Any individual item or asset thought to be worth more than £1,500 is likely to require a valuation. Some valuations can be conducted together, such as house contents and cars. More information and a quote for appropriate valuations will be discussed as part of your matter.

- Insurance policies required to protect the assets of the estate.

### **Potential additional costs not included in our average fees above**

- If there is no will, or a beneficiary cannot be traced, there may be additional third party costs depending on the estate and how it is to be dealt with. We can give you a more accurate quote once we have more information, but this may include the need for a genealogist's report, advertisements, and contacting beneficiaries abroad. These additional costs can be significant, depending on the circumstances.

- The assistance of an accountant may be required (and their professional fees incurred) in order to calculate, report, and advise on tax due during the deceased's lifetime, and during the administration of the estate.
- A variety of extra costs may be incurred in relation to estates with a foreign aspect, including but not limited to professional fees for valuers, tax advisers, and lawyers abroad.
- Our fees for dealing with the sale or transfer of any property in the estate is not included in the above examples of average costs.
- Our fees for dealing with the registration of an estate on the Trust Registration Service, where required, is not included in the above examples of average costs.

We can also provide assistance on other matters relating to Wills and Probate which include, drafting wills, deeds of variation, property transactions, resealing of foreign grants, and further grants for unadministered assets. Quotes for these can be provided on request.

## **Key Stages and Timescales (following the date of death)**

### **First 6 months**

**Assessment of assets and liabilities:** the Executors or proposed Administrators will have to locate the last valid testamentary documents, or use their best endeavours to determine if the deceased died intestate (without a Will). They will also need to contact creditors, asset-holders, and others, to try to establish the assets and liabilities of the estate, and confirm those entitled to, or who have an interest in, the estate.

**Payment of tax:** any inheritance tax due on an estate should be calculated and paid within six months from the month of death to prevent interest and penalties accruing. It may be possible to elect to pay some inheritance tax by instalments, depending on the assets comprising the estate. More information can be provided once you provide us with the details of the estate. Where necessary, a payment on account of inheritance tax is often made to HMRC while further work on the estate is conducted.

### **6 months to 1 year**

**Inheritance tax return (IHT return):** the Executors or proposed Administrators of an estate should file their inheritance tax return (where one is required) within 12 months of death, to avoid penalties being incurred. This could be the case where an entire estate is spouse exempt (no tax is payable), but an IHT return is still required.

Where a full IHT return is required, it usually takes HMRC 20 working days from submission of an IHT return, for them to issue a receipt to the Probate Registry that confirms the application for a Grant can proceed. It is therefore recommended that where an IHT Return is required, there is a 20 working day gap between submission of the IHT return and submission of the application for a Grant.

Where a 'short' IHT return can be used, this is submitted to the Probate Registry with your application. Alternatively, for some estates, details are provided to the Probate Registry to confirm that the estate is not taxable and an IHT return is not required. We will advise as to whether or not an IHT return is required, and the correct type.

**Application for a Grant:** we would aim to file an application for a Grant of Representation between six months to one year from the date of death, but this timescale can vary greatly from estate to estate, and be exceeded if the estate is complex, the conduct of third parties delays filing, and/or if the estate involves foreign elements.

## **1 year and beyond**

**Administration of the estate:** obtaining a Grant of Representation, and estate administration, are processes that can take months or even years.

Following submission of an application for a Grant, the Probate Registry can take anywhere in the region of six weeks to six months to issue a Grant of Representation.

Where the estate is simple (all of the assets are in the UK, an original Will is available, and the application can be made through the online His Majesty's Courts and Tribunal Service (MyHMCTS) portal), the Grant is likely to be issued far quicker than an application with complex foreign elements, or an application for a Grant of Administration, that can only be made by paper.

A better indication of the timescales that are likely to apply to your matter will be provided when more is known about the estate concerned.

Administering a simple estate, after the Grant of Representation has been obtained, can take place within a year, but it is not unusual for small elements, such as finalising any tax due for the administration period, and finalising Estate Accounts, to take longer than this.

Administering a complex estate, after the Grant of Representation has been obtained, can take several years, but we will keep you informed of progress and the outstanding elements relating to the administration of the estate.