

Disbursements

Disbursements are the costs of necessary services provided by third party specialists in order to provide our grant of representation and estate administration service.

The costs of disbursements are charged in addition to the fixed fee for our grant of representation and estate administration service. These are set out below.

1. Standard disbursements

These are always required to provide our grant of representation and estate administration service.

Disbursement	Details	Estimated item cost	Estimated cost (inc. VAT where applicable)
Bankruptcy search	To ensure that no personal representatives or beneficiaries of the estate are bankrupt.	£6 per search	£54
Probate Court application fee	The Court fee to obtain the grant of representation.	£300	£300
Additional copies of the grant of representation	Each institution relevant to the estate requires an original Court copy of the grant of representation.	£16 per copy	£80
Standard disbursements estimate Where applicable, disbursements are inclusive of VAT		N/A	£434

2. Additional service disbursements and legal fees

If you use any services that do not fall within our grant of representation and estate administration service, then there could be additional disbursements and legal fees. These include:

2.1 Disbursements and legal fees required for the sale or transfer of a property

Disbursement	Details	Estimated cost (inc. VAT where applicable)
Energy Performance Certificate (EPC)	Compulsory, detailing the energy efficiency of the property for sale.	£96 - £114
HM Land Registry fees	Registration fee	Dependent on the property's value and whether registered or unregistered £20 - £1,105
Conveyancing	Sale of freehold or leasehold property.	Individual quotation for property sale.
Property insurance service	Charge for the arrangement of competitively priced property insurance cover until the property is sold or transferred (subject to meeting appropriate criteria and your requirements).	Initial administration charge of £50 plus VAT; plus a monthly charge of £67.20 (inclusive of Insurance Premium Tax).
Property management services	Property security, clearance and cleaning. Property and garden maintenance.	Individual quotation depending on the work required.
Royal Mail redirection	To ensure all post is dealt with.	Royal Mail redirection charges.
Professional property valuation	To either i) obtain a standard property valuation; or ii) instruct (if required) a RICS approved property surveyor.	i) Standard property valuation - £51.30 + VAT ii) Individual quotation depending on the survey required.

Legal fees			
Conveyancing	Transfer of ownership of a freehold or leasehold property.	£330 - £850 for assets, transfers not for value and voluntary first registration.	

2.2 Disbursements required due to the specific needs of the estate

Disbursement	Details	Estimated item cost	Estimated cost (inc. VAT where applicable)	
Will search fee	Will search carried out by the National Will Register.	N/A	£126	
Re-issuing dividend cheques	To replace missing share dividend cheques.	N/A	From £15 per cheque, depending on the value of the uncashed dividend.	
Lost share certificates	To replace missing share certificates.	N/A	From £50 per share certificate that needs reissuing, depending on the value of the missing certificate.	
Stockbroker fees	For the sale of shares.	N/A	From £20 per shareholding sale depending on the value of the shares.	
Financial asset search	An enhanced search to see if the estate has any financial assets that haven't been identified.	N/A	£234	
Copies of official documents	Copies of birth, death, adoption, marriage, registered civil partnership or divorce certificates if the originals cannot be found.	N/A	£66 application fee per person plus £12.50 per certificate.	
Searches for missing beneficiaries	In order to search for any missing beneficiaries.	N/A	Individual quotation depending on the complexity and knowledge of the estate.	
Contentious matters - Costs and expenses in relation to disputes and/or litigation	For handling contentious matters during the administration of the estate.	N/A	Individual quotation based upon requirements.	
Handling exceptional assets	For handling affairs relating to foreign assets (outside England and Wales), heritage assets, business assets and agricultural assets.	N/A	Individual quotation based upon requirements.	
Foreign bankruptcy search	To ensure no Personal Representative or beneficiaries in foreign countries are bankrupt.	N/A	£119	
Additional evidence oath fee	The fee to swear on oath any additional written evidence needed to obtain probate.	N/A	£5.00 oath fee plus £2.00 per exhibit.	
Early Distribution Insurance	Instead of statutory advert to cover the risk of future claims.	From £150 depending on Estate value	£225 (average).	
Statutory advert - London Gazette	Advertise the estate in the London Gazette to reduce the risk of liability in relation to unknown claimants when insurance is not taken.	N/A	£110	
Statutory advert - local paper	Advertise the estate in the local area to reduce the risk of liability in relation to unknown claimants when insurance is not taken.	£60-£180 depending on location	£110 (average).	

Disbursement estimates are subject to change and the list is not exhaustive.

The actual cost of the disbursements incurred during the estate administration will be detailed on the estate accounts.