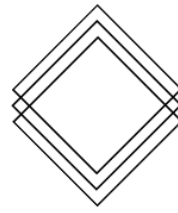


# Probate & Estate Administration

A SIMPLE AND COMPLETE GUIDE TO  
PROBATE AND ESTATE ADMINISTRATION



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## TOP TIPS ON PROBATE AND ESTATE ADMINISTRATION

**Don't forget to keep  
assets safe**

We explain your options

**Create an in depth list**

We explain the importance.

**Make use of professionals**

What you need to understand

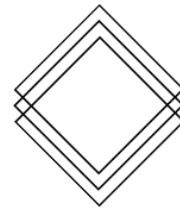
Dealing with a deceased's estate can be confusing. Many people don't know where to start and how to proceed. It can be a huge burden on a person who is already experiencing great emotional distress after losing a loved one.

You may need a Grant of Probate before any administration of the deceased's estate can start.

Estate administration involves, dealing with Inheritance Tax, distributing assets to the beneficiaries and making sure all legal and financial affairs of the deceased are in order.

In some instances administering an estate may lead to disputes within the family, it's important that you involve a qualified Solicitor to deal with the matter.

This process can be complicated and time consuming. There is no room for errors as mistakes can lead to personal liability. Our Solicitors are here to make things as simple as possible for you during this very difficult time.



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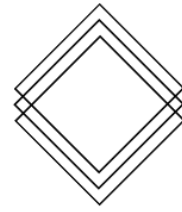
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**If you would like further  
information on how we can  
help please call 0800 288 9947**

**Know your  
options**

We offer a fixed price Grant of Probate service. You can do it all from the comfort of your home. This service starts at £599 for a simple estate and £1499 for a complex estate.



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### Typical Simple Estate

- All assets are in the UK.
- Total estate value is under £650,000 (or left to surviving spouse)
- Gifts of no more than £150,000 were given in the last 7 years.

## Our promise...

Your matter will be dealt with by a qualified lawyer unlike other online service providers.



### Typical Complex Estate

- There are overseas assets of more than £100,000.
- Total estate value over £650,000 (and not left to surviving spouse)
- Gifts worth more than £150,000 were given in the last 7 years.

**Call for a FREE initial  
consultation on  
0800 288 9947**

# Our top tips for probate and estate administration

1

## **Don't forget to keep assets safe.**

Remember that you are responsible for all the physical assets – once you have identified them, you need to know where they are and keep them insured. Items such as cars and jewellery can be delivered to the relevant beneficiaries (provided there are enough assets in the estate to meet its liabilities) or sold without having to wait for the Grant of Probate.

2

## **Create an indepth list**

A list will help you manage the estate. For each asset of the estate, you need to confirm its value at the date of death, include it in the inheritance tax return and ultimately you will need to sell it or transfer it to a beneficiary. All liabilities need to be identified and paid. A good list will help you to keep track of where you're up to and make sure that you've dealt with everything.

3

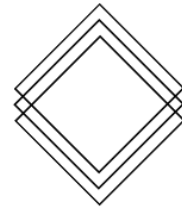
## **Make use of professionals**

A specialist solicitor can take on the burden of administering the estate. A good estate agent will help you deal with an empty property – they can organise garden maintenance, draining down the water supply and minor repairs. A good auctioneer will value the contents, arrange clearance and sell what they can. So it's always worth asking if you need to do it yourself and whether you might be better off involving professionals.



**Speak to one of  
our experts  
Call 0800 288 9947**

# What can a solicitor assist me with?



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We will always provide a fixed cost estimate upfront to help you fully understand the cost involved right at the beginning of the process. Our team will keep you up to date throughout the matter.

Depending on the Will, the estate and the beneficiaries, carrying out your duties as an executor or administrator can be complicated and time-consuming. A professional Will and Probate Solicitor can assist you with tasks such as:

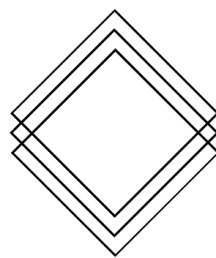
- Applying for a Grant of Probate or Letters of Administration.
- Collecting in assets and discharging liabilities.
- Communicating with the beneficiaries and distributing the estate in accordance with the Will.
- If there is no Will, distributing the estate according to the rules of intestacy.
- Considering and settling the tax liabilities of the estate (e.g. inheritance tax, income tax and capital gains tax)



**For free initial advice call our  
team on 0800 288 9947**



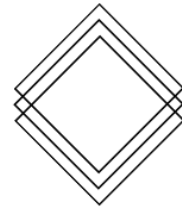
Feeling safe in the knowledge that you're being supported by a dedicated solicitor can make all the difference in dealing with challenges relating to Wills and inheritance. For this reason, our team provides pragmatic and informed legal advice designed to offer you a maximum amount of legal insight and support.



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## WE ALSO OFFER THE FOLLOWING SERVICES:



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### **Dispute Resolution**

A civil dispute is usually a disagreement between private individuals or between an individual and a business or organisation.

Our expert team aim to resolve your dispute as quickly and efficiently as possible, making sure that you understand your rights and are kept updated throughout the process.

### **Residential Conveyancing**

We understand that moving house can be stressful at the best of times but our highly trained conveyancing Solicitors have years of experience and are committed to ensuring that everything runs smoothly wherever you are moving to. They will talk you through the process and guide you throughout, allowing you to oversee the work and keep track of progress.

### **Will Writing & Lasting Power of Attorney**

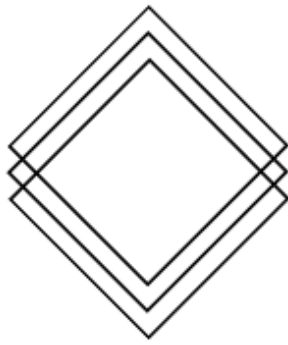
Did you know that over 60% of the UK adult population still don't have a valid Will? My Law Matters are here to put this right.

Our mission is to make Will writing stress-free, easy and affordable. All of our Wills are checked and verified by a qualified Solicitor.

### **Family Law**

Divorce is possibly one of the most stressful life events you can go through, and one that can have a major impact on your family and finances if it isn't handled correctly.

At My Law Matters we want you to have peace of mind by ensuring that you have the best legal advice so that you can make informed decisions.



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To speak to a member of our team call us now on:  
**0800 288 9947**

**Authorised and regulated by the  
Solicitors Regulation Authority (SRA number: 800557)**

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