

# Section 4 - Additional Services

## Additional services you might need during the administration of the Estate

Fees	Explanation	Est. cost per item
Completing outstanding Income Tax returns	The fee for completing outstanding Income Tax returns, other than the Income Tax return from 6 April to the date of death (included in our Grant of Representation and Estate Administration Service)	£180 per outstanding Income Tax return
Drafting and executing an Instrument of Variation	The fee for preparing all relevant documentation if any of the beneficiaries wish to vary their entitlement from the Estate	£600 per Instrument of Variation
Handling affairs relating to foreign assets (outside England and Wales)	We only act within the jurisdiction of England and Wales. Assets held outside England and Wales are dealt with under the jurisdiction of that country. The management fee applies to the time taken to appoint and manage a third-party specialist in the relevant country outside England and Wales in order to deal with the assets as required. Please note: additional disbursements will be incurred, including Apostille services (in order for the Grant to be recognised abroad) and the costs of the third party instructed in the foreign country	Management fee of £260 per hour
Handling affairs relating to heritage assets	Heritage assets are those left to the nation. The management fee applies to the time taken to correspond with the relevant organisation benefiting from the Estate and to transfer ownership of the relevant assets. Please note: additional disbursements will be incurred, including the costs of the third party instructed for the delivery of heritage assets	Management fee of £260 per hour
Handling affairs relating to business or agricultural assets	If the Estate includes business or agricultural assets, the management fee applies to the time taken to instruct and manage a third-party specialist to run the business or agricultural assets and to prepare accounts during the period of Estate administration, before it is transferred or sold. Please note: additional disbursements will be incurred, including the costs of the third party instructed to run any business or agricultural assets within the Estate during the administration	Management fee of £260 per hour
CHAPs transfers	The fee including bank administration charges for same-day money transfers	£35
Cheque payment	The fee for making payment by cheque	£15
Faster BACS payments	The fee including bank administration charges for next day BACS payments (availability subject to relevant bank limits and practices)	£20
Foreign payments	The fee including bank administration charges for foreign money payments	£45
Registration of Anti-fraud restriction on property	Once we have the Grant, we can register the property to protect it from a fraudster selling it without your consent	Quote to be provided as part of the conveyancing service
Property Insurance Service monthly charge	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)	£43 per month (including IPT and VAT) Quote provided at time of assessment
Management of any relationship for conveyancing and/or estate agency outside of our Property Sale Service	Liaison between private conveyancers and estate agents where you wish to appoint them directly	To be confirmed by your case-handler
Acting in relation to disputes and/or litigation affecting the Estate (including liaising with external solicitors instructed to act)	Examples of such matters are: 1) where someone makes a claim against the Estate alleging that reasonable financial provision has not been made for them under a Will or under the Rules of Intestacy; 2) the Estate needs to recover possession of a Property; 3) there is an issue in relation to the interpretation of the Will or aspect of the administration which may need an order from the Court; 4) there is a dispute in relation to the validity of the Will	Details of hourly rate and estimate of fees to be provided prior to commencement of any work

Our fees for additional services are charged in addition to the fixed fee for our Grant of Representation and Estate Administration Service and are for illustration purposes only. They are correct at the time of going to print but are subject to change.