

Johnson Astills

You have become aware that you are responsible for dealing with an estate following a death. Please contact the Wills and Probate Team; one of our experienced team members will discuss the process and costs involved and arrange an appointment to take full instructions.

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Taking Initial Instructions and fully advising Executors/Personal Representatives either in the office or via a video appointment.

2 weeks

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Following the initial appointment we will obtain dates of death values for all assets and liabilities in the estate, conduct searches such as a Will Search and Asset Search and place Statutory Notices. We will also write to those mentioned in the Will or entitled under intestacy rules if there is no Will (the beneficiaries) to inform them of their entitlement and confirm their details.

8 weeks

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When we have the necessary confirmation of asset and liability values we will prepare the application for the Grant of Representation and, if required, Inheritance Tax (IHT) forms for approval by you. We will arrange payment of any IHT due and submit the application for the Grant.

16-24 weeks

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We expect to receive the Grant within 10 weeks of submitting the application. This timescale may change depending on the capacity of the Probate Registry.

26-34 weeks

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Once we have the Grant we will collect in and deal with assets in the estate and pay any liabilities. Our Property Team will deal with the sale of any properties as required. We will also consider the income and capital gains tax position for the administration period and report to HMRC if required before arranging payment as necessary.

34- 52 weeks

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We will prepare estate and distribution accounts to show monies received during the administration and the amount available for distribution. We will send the accounts to you and then to the beneficiaries for their approval.

40-58 weeks

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Following approval of the accounts we will distribute the estate and request receipts from beneficiaries.

44-62 weeks

These timescales are an indication of what you might expect and there are many aspects of the process that are not in our control and may affect timescales either way.