



Chambers **Fletcher**  
Solicitors

Solicitors for you, your family and your business



## Administration of Estates - A Guide

When a relative or close friend dies, we are aware that this can be a very difficult time for those of us left behind. At Chambers Fletcher we provide a thoughtful and sympathetic approach and are here to do as much or as little as you wish to help you at this time.

Our solicitors are STEP (The Society of Trust and Estate Practitioners) qualified which is a group of the most experienced in this area.

We are aware that the procedure involved after the death of a loved one or friend can be quite complex and provide below a brief outline that we hope will assist you in understanding what needs to be done. The first thing to do is to register the death and the executors need to instruct an undertaker then contact us.



## Process

1. Initial meeting with the Executors or family to discuss what needs to be done and to read through any Will, or explain the intestacy rules if no Will.† This can be before or after the funeral but it is best to contact us before to check whether any will has any specific funeral wishes contained in it.† We can also give practical advice on other non legal matters to assist you at this time.
2. We will then contact all asset holders, for instance Banks, Building Societies, Life Insurance Companies, Pension Fund Providers etc, to request valuations of all assets and the other information that we require.† We are also happy to arrange valuations of house and contents with local estate agents.
3. We will establish the liabilities eg, utilities accounts, nursing home fee accounts and funeral account etc.
4. We will arrange to place Trustee Act Advertisements, if needed, which advertise for any creditors ie people owed money from the estate, to come forward.
5. Once approved by the executors, we arrange to pay the funeral account from any monies held in bank accounts as soon as we are able.
6. The paperwork is prepared to obtain Grant of Representation to the Estate ie probate (where there is a will) or administration (where no will or no executors appointed).† We also prepare the Inheritance Tax paperwork necessary and forward the documents to the executors or family members (if no will) to approve.
7. The Executors/family members attend our offices to sign the paperwork in order to obtain a Grant of Representation to the Estate which enables bank accounts to be closed, or a house to be sold etc.
8. We arrange to pay any Inheritance tax first that is due and then once the receipt is received we forward the other paperwork to the Probate Registry to await the Grant of Representation which usually takes around 2-3 weeks to come through.
9. When the Grant of Representation is received, we forward this to asset holders and either arrange to transfer the assets to the beneficiaries, or receive cash amounts from them.† Any sale of property and shares can now go ahead.
10. We arrange to pay any liabilities/bills on the Estate including dealing with the utilities on the property once any sale has taken place.
11. We deal with into the income tax position both up to the date of death where there may be a possible refund and during the administration period.† We also deal with any further Inheritance tax issues including obtaining clearance ie, confirmation that all tax due has been paid.
12. We will then pay any Legacies as left under the Will to the beneficiaries and obtain receipts from them.
13. We prepare Estate Accounts which set out all assets and liabilities of the estate and the amounts due to the beneficiaries and forward these to the Executors for their approval.
14. The approved Estate Accounts are then forwarded to residuary beneficiaries for approval.
15. Once the Estate Accounts has been approved we then forward cheques in settlement of the residuary estate ie, the balance due to the beneficiaries.

This is only a guide to the general procedure but each case is different and the Solicitor will go through this with you at the initial meeting.