

INFORMATION LEAFLET

DEALING WITH THE DEATH OF A LOVED ONE

OBTAINING PROBATE - DO I NEED A SOLICITOR?

Apart from the grief of losing a loved one, knowing what to do to put their affairs in order can be a daunting prospect. Our empathetic and friendly team of Solicitors aim to take the burden from you and to make the practicalities as easy as possible.

You do not always need a Solicitor and we are happy to advise you where we feel that you will not require our services. This is often the case where a spouse passes away and most assets are jointly owned.

In other circumstances, whether you choose to use our services is a matter for you but it may be useful to be aware of the following:

- We are friendly and approachable and here to listen to you.
- We can tailor our service to your requirements.
- We DO NOT charge a percentage of an estate. We simply charge for the work we do so our charges are transparent.
- We provide you with an estimate of our total charges when you instruct us and, in most cases, we do not exceed that estimate.
- We take the pressure off you financially as we arrange to get funeral expenses and so on paid directly to the funeral directors.
- We usually only need to see you twice - once when you instruct us and once when you swear the Oath to enable a Grant of Probate to be applied for.
- Our fees are not usually payable by you but are payable from the estate. We will inform you when we are sending a bill and give you a copy but we will not trouble you for payment.
- You can keep the original Will in our safe until the Grant of probate is applied for so you can rest assured it is safe
- Apart from the above, our main aim is to give you peace of mind by dealing with all the practicalities for you.

If you choose to instruct us, we can help to take the burden of the practicalities away from you as follows:

- Keeping in touch with you and being there to explain what is required and what we will do for you.
- Corresponding with the beneficiaries and others as to the contents of a Will or to advise where there is no will.
- Arranging for the payment of the funeral directly from your loved one's bank account where there are sufficient funds available.
- Gathering all the information required to value an estate, which includes establishing the person's assets, liabilities and income.
- Looking at any tax issues and filling out the relevant forms depending upon whether inheritance tax is payable.
- Ensuring that the estate is dealt with in the most tax efficient way.
- Where Inheritance tax is payable, arranging for payment of tax directly from bank accounts where there are sufficient funds.
- Drafting the Oath to be sent to the Probate Registry to apply for the Grant.
- After the Grant is issued, arranging closure of accounts and sale of property and shares and collecting the monies in on your behalf.
- Dealing with the payment of tax along the way where applicable.
- Preparing estate accounts and making payments to beneficiaries in accordance with the Will or, where there is no Will, in accordance with the intestacy provisions.

For further information please email us:

Ramsgate: ramsgate@robinson-allfree.co.uk **01843 592361**

Broadstairs: broadstairs@robinson-allfree.co.uk **01843 865261**

Alternatively, please provide your contact details below and hand this form to reception so that we may contact you at your convenience.

Name.....

Telephone number.....

E-mail address.....

Preferred method of contact: Telephone/Email

Preferred time of contact: Morning/Afternoon