

# Instructing a professional estate administration provider: What to consider

Following a bereavement, there are a number of tasks to be considered and completed. This responsibility falls to the Executor(s) if there's a Will or Administrator(s) if there is no Will (known as intestacy). Both roles have the same responsibility; to administer a person's legal and tax affairs when they have passed away. This process is known as estate administration which involves dealing with all their assets (such as property, shares and personal possessions), paying debts, paying any tax and transferring inheritance.

The role of Executor or Administrator can make an already difficult time even more stressful. This is often why the person responsible will turn to a professional, such as a Will Writer, Solicitor or professional estate administration provider, to help them finalise the affairs of a loved one or friend.

## Things to consider when appointing a professional estate administration provider:

### Price

Fees can sometimes be based on hourly rates or a percentage of the estate. These charging methods can mean the final bill total is unknown.

However, regulated firms are required to be transparent in regards to price. This includes informing you of what they are proposing to charge upfront.

### Legal & financial responsibility

Generally, the legal and financial responsibility will remain with the Executor or Administrator. This is not always the case as some professionals will take the burden off your shoulders.

### Service

Some professionals will complete all of the tasks involved in the estate administration process. Other professionals will only obtain the Grant of Probate (the legal document which confirms that the Executor has the authority to deal with the deceased person's assets). It's important to find out exactly what is included in the service and what is not.

Many professionals offer estate administration but when a complication arises, not all providers have the in-house capability to resolve the matters.

**If you're considering appointing a professional, it's important to understand exactly what service you'll receive and what price you'll pay. Make sure you ask these important questions:**

- Will you just be obtaining the Grant of Probate or will you complete the full estate administration?
- If pricing is based on hourly rate or % of the estate: Are you regulated to provide probate services? Can you offer me a fixed price as I'd like to understand exactly what I'm paying?
- Is absolutely everything included in the price you've quoted? What is included in the price? And what is not?
- Do I still keep the legal and financial responsibility that comes with the role of an Executor/ Administrator?



# Instructing Kings Court Trust: Experts in estate administration

## We take care of estate administration:

Kings Court Trust are estate administration specialists and can take care of all the steps involved in handling a loved one's affairs on behalf of the Executor or Administrator. Our unique service means that you can leave the challenging and time-consuming tasks to us. We will handle everything you can think of (and all of the things you might not have considered) giving you the time and space to reflect, remember and move on.

- ✓ We're experts in estate administration. It's all we do, all day, every day.
- ✓ We'll take the legal and financial burden off your shoulders.
- ✓ You'll be given a clear price upfront.
- ✓ We have in-house specialists who know how to handle intestacy, locate missing beneficiaries and deal with foreign shares.
- ✓ We'll pay your inheritance quickly.
- ✓ Most importantly, we always go the extra mile for our families.

## We go the extra mile for our families:

Our sole purpose is to help families move on and we're proud to be in the position to do this. We would like to share the example of Mrs C which highlights how we take the extra steps to care for our families.

When Mrs C passed away, her husband contacted Kings Court Trust and we helped Mr C understand his next steps and what needed to be done following her death. Mr C appointed Kings Court Trust to take care of everything, relieving him of the unnecessary stress at a sensitive stage of grief.

During the estate administration process, Mr C struggled to come to terms with the loss of his wife and relied on his Personal Estate Manager (PEM) for support, guidance and someone to talk to. Mr C would sometimes ring his Personal Estate Manager just to reminisce on his memories of his wife, rather than for an update on the status of his wife's estate administration.

As we came to the end of the process, Mr C's PEM recommended support groups in his local area to help him deal with his grief. Mr C welcomed this recommendation and as a result, wrote his PEM a lovely letter, thanking her for all her support and guidance during his difficult time.

We understand that every family is unique which is why our PEMs each have different skill sets to handle the estate administration with the utmost care.

**To find out more about how Kings Court Trust could help you and your family,  
call our experienced Client Services Team on 0300 303 9000.**

