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PROBATE

Our team has over 20 years of collective experience in delivering high-quality work in all matters relating to Wills and Estate Administration. The team has particular expertise in high-value estates, inheritance tax and Estates which consist of Agricultural and Business assets.

We have four members of the team who may work on your matter. Regardless of who works on your matter they will be supervised by Sioned Thomas, Head of Private Client.

Summary of work that may be carried out in a Probate matter:

1. Initial meeting with Personal Representatives.

2. Gathering information from Personal Representatives as to assets and liabilities (assets are the items the deceased owned, liabilities are what the deceased owed to other parties), including bank and building society accounts, investments, shareholdings, insurance policies, property deeds and information, outstanding bills, and contacting relevant companies to inform them of the death.

3. Preparing a breakdown of assets and liabilities as at the date of death.

4. Completing the relevant inheritance tax form including a full inheritance tax return IHT400 if the tax is payable and/or does not qualify as an excepted estate.

5. Submitting the inheritance tax return to the Inheritance Tax Office and the application for Probate to the Probate Registry.

6. Sending sealed Grant of Probate/Letters of Administration to all companies listed on the assets and liabilities list to arrange closure or transfer of the accounts and other assets to the correct beneficiaries (the people who inherit the Estate under the terms of the Will or under the intestacy laws when there is no Will in place).

   Probate or Letters of Administration is a legal document needed to close bank accounts, sell or transfer assets and settle debts after someone has died. These are official documents that grant an individual(s) ("Personal Representatives") permission to access and manage everything owned by a person (known as "the Estate") after they have died.

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7. Arranging for Statutory Notices to be placed in the London Gazette and a newspaper local to anywhere the deceased held land. Statutory Notices are an advertisement placed in the papers to inform potential creditors that the Estate is soon going to be distributed and gives creditors an opportunity to claim back money or property owed before the Estate is distributed.

8. Preparation of Estate Accounts for approval by the Personal Representatives.

9. Distributing Estate funds in accordance with the Will or the rules of intestacy (intestacy is where there is no will).

Fees:

We do not charge an uplift fee based on the value of the estate but rather our charges are based on our hourly rates (subject to VAT at 20%) and the time spent on the matter.

Hourly rates vary and reflect the persons experience, skills and qualifications:

Partner	£300 plus VAT
Senior Associate	£235 plus VAT
Associate	£220 Plus VAT
Solicitor	£185 plus VAT
Trainee Solicitor	£130 plus VAT
Paralegal	£120 plus VAT

Our fees are payable from the estate, not by the Personal Representatives personally.

Factors that will impact our fee estimate:

This list is not exhaustive. Any of these factors may affect the length of time it takes to administer an Estate and our likely costs.

- Multiple properties
- No valid Will
- Missing Will
- Executors – missing, deceased or incapacitated
- Foreign assets
- More than six beneficiaries
- Negotiation with HMRC on any inheritance tax issues and inheritance tax liability
- Trusts in existence at the date of death or created by will
- Dealing with income tax/capital gains tax matters

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- Contested matters i.e claims against the Estate
- Conflicts between executors, executors and beneficiaries.
- Queries by beneficiaries or disputes regarding a Will
- Deeds of Variation
- Difficulties in obtaining information and instructions

Timescales:

The time taken to deal with estates depends on the complexity of the matter and every situation is different. The time taken can be less, but it can also be considerably more.

Example 1 – straightforward Estate:

1. There is a valid Will
2. There is one residential property registered at the Land Registry
3. There are one/two bank or building society accounts in the sole name of the deceased
4. The surviving spouse is the sole beneficiary
5. There is no inheritance tax payable and the Personal Representatives do not need to submit a full account to HM Revenue & Customs
6. There are no claims made against the Estate

We anticipate our total estimated costs would be between £5,000 – £15,000 plus VAT and disbursements (see below) to obtain the Grant of Probate and administer the Estate.

We estimate that it would take between 6 and 12 months to deal with this type of Estate.

Example 2 – moderately complex Estate:

1. There is a valid Will
2. There is one residential property registered at the Land Registry
3. There are no more than 5 bank or building society accounts
4. There is a NS&I holding
5. Lifetime gifts may need investigating
6. There are no intangible assets (i.e. an asset that is not physical in nature)
7. There are no more than 6 beneficiaries
8. A full IHT400 inheritance tax form needs to be completed applying exemptions where appropriate.

We anticipate our total estimated costs would be between £15,000 – £25,000 plus VAT and disbursements (see below) to obtain the Grant of Probate and administer the Estate.

We estimate that it would take between 1 to 2 years to deal with this type of estate.

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Example 3 – complex Estate:

1. There is a valid Will
2. There is more than one property registered at the Land Registry which may include rented properties
3. Foreign property
4. There are more than 5 bank or building society accounts, some of which may require identification
5. Large stocks and shares portfolio
6. One or more trusts which need to be aggregated for the purposes of the IHT calculation
7. Lifetime gifts may need investigating
8. Numerous legacies are to be paid
9. There are numerous residuary beneficiaries
10. A discretionary trust is included in the Will.
11. A full IHT400 inheritance tax form needs to be completed applying exemptions where appropriate.

For more complex estates we estimate our fees to be £25,000 - £50,000 and due to the complex nature including trusts and taxation issues it will usually take more than 2 years to complete the whole administration.

This timeframe varies for each case and the complexity of the matter, and if there are delays in processing documents at HM Revenue & Customs or with the Probate Registry this could affect the timescales provided.

The cost and timescale estimates are on the basis that we assume that information will be provided promptly.

Expenses and disbursements:

Expenses and disbursements (plus applicable VAT) will also be payable in addition to our fees.

These are costs payable to third parties which are incurred by us in acting for our clients in these matters, such as Court fees, and will include:

- Probate application fee of £526 plus £2.00 for each sealed copy of the Probate (the first sealed copy does not incur VAT, but additional copies will be plus VAT)
- Statutory Notices placed in the London Gazette and a local newspaper, to protect against unexpected claims from unknown creditors for which the Personal Representative could be personally liable. This fee varies depending on the local newspaper in which the notice is inserted. (The paper should be local to the area in which the deceased owned land.) London Gazette: £109.00 (plus VAT) & Local Advertisement: £POA
- HM Land Registry title check fee = £7.00 (plus VAT)

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- Estatesearch Identity & Insolvency Check – standard: £11.00 (plus VAT) per individual beneficiary
- Unclaimed asset register search fee £185 plus VAT
- Royal Mail Redirection fee £87 (for the year)

Potential additional costs:

- Dealing with the sale or transfer of any property in the Estate is not included.
- If any additional copies of the Grant are required, they will cost £16.00 plus VAT per copy (one copy of the Grant per asset is recommended).
- Electronic identification verification:
    a. up to £13.50 (plus VAT) per individual, partner, sole trader, director, shareholder, beneficiary, trustee etc.
    b. up to £41.50 (plus VAT) per LTD, LLP, PLC and each parent company
- Source of funds check £12.20 (plus VAT) per person
- CHAPS fee for same day Bank Transfers £40 & VAT
- Electronic Signing Service fee £7.50 (plus VAT) per e-sign transaction
- Guaranteed Delivery/Special Delivery additional postage costs:

- "Signed for" delivery:
    - Letter – up to 100g – £2.96 (plus VAT)
    - Large letter
        - up to 250g – £4.27 (plus VAT)
        - 500g– £5.00(plus VAT)
        - 750g – £5.00 (plus VAT)
    - Small parcel – up to 2 kg – £5.69 (plus VAT)
    - Medium parcel
        - up to 2kg – £5.69 (plus VAT)
        - 2kg - 10 kg – up to £13.29 (plus VAT)

- Special delivery, guaranteed delivery by 1pm next working day:
    - Up to 100g – £7.75 (plus VAT)
    - 500g – £8.75 (plus VAT)
    - 1kg – £9.75 (plus VAT)
    - 2kg – £12.75 (plus VAT)
    - 10kg – £17.75 (plus VAT).

VAT is currently charged at 20%.

Details of work and experience:

The whole department are part of the Law Society's Wills and Inheritance Quality Scheme (WIQS) which is an accreditation as to the best practice quality mark for Wills and Estate Administration advice.

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Sioned Thomas – Partner

Sioned qualified as a solicitor in 2003 and is head of the Private Client and Agriculture teams at RDP Law, specialising in Wills and Probate. Sioned has been working in this area since she qualified and has helped thousands of clients. She spends 80% of her time on private client matters and mostly deals with complex high-value estates.

She became a Partner in 2012.

Sioned is a STEP-qualified solicitor. She is also a fluent Welsh speaker.

Dawn Watling – Associate

Dawn qualified as a solicitor in 2010 and has experience across a range of Private Client areas.

Samuel Saysell - Solicitor

Sam qualified as a solicitor in October 2023 and spends all his time dealing with areas such as Wills, Lasting Powers of Attorney and Estate Administration.

Celyn Harding – Trainee Solicitor

Celyn is a Trainee Solicitor in the Private Client team, supporting the team on a variety of work.

Queries:

It can be seen from these examples that the exact cost of administering an estate can be very difficult to predict and will depend on the exact circumstances. It may be that you would prefer to do some of the work yourself and instruct us on issues with which you would like help or that you would like to agree fees for stages of the process.

For these reasons and rather than relying on these examples given above we strongly recommend that you contact one of the probate team on 01633 413 500 or individuals@rdplaw.co.uk to obtain an indication of the likely costs of dealing with your matter based upon your unique circumstances.

RESIDENTIAL CONVEYANCING

We do not offer a general conveyancing service. Instead, our team of property specialists offers a bespoke service that accommodates the personal and commercial requirements of new and existing clients.

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Our team has many years of experience in delivering high-quality work in all matters relating to residential conveyancing.

There are four members of the team who may work on your matter. Regardless of who works on your matter they will be supervised by James Davies, head of RDP's Real Estate team.

Sale of a residential property

Summary of work carried out:

The work will typically consist of the following:

1. Obtaining your deeds
2. Preparing, with you, disclosure concerning your property
3. Preparing and negotiating a sale contract and a land transfer
4. Dealing with queries raised by the purchaser
5. Dealing with the redemption of any mortgage or borrowing that might be charged against your property
6. Exchanging on your sale
7. Thereafter dealing with the physical transfer of your property to the buyer.

Fees:

We estimate fees based on the value of the property, as below. Please note that for transactions of up to £500,000 we only work with existing clients and portfolio owners:

PROPERTY VALUE	FEE ESTIMATE	FOR EXISTING CLIENTS AND PORTFOLIO OWNERS ONLY	FOR NEW AND EXISTING CLIENTS

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Up to £250,000	£950 plus VAT		✔
£250,001 - £300,000	£1,100 plus VAT		✔
£300,001 - £350,000	£1,250 plus VAT		✔
£350,001 - £400,000	£1,400 plus VAT		✔
£400,001 - £450,000	£1,600 plus VAT		✔
£450,001 - £500,000	£1,800 plus VAT		✔
£500,001 and over	**		✔

**For real estate transactions over £500,001 a tailored conveyancing package is prepared by a senior member of the team. Please call for a consultation.

Leasehold properties will incur an additional fee of £250 plus VAT.

VAT is currently charged at 20%

Our fees are calculated on the basis that:

(a) The property is held under a single freehold* title at the Land Registry with no title defects
(b) One contract is submitted to one purchaser
(c) The purchase is via an unconditional contract and the property is sold with vacant possession
(d) Completion takes place on the date agreed in the contract.

*If it is a leasehold property, we charge an extra fee of £250 plus VAT on top of the standard fee.

VAT is currently charged at 20%

If the sale becomes more complicated than we initially thought, or if unforeseen problems arise, we may have to increase our fees. If that does transpire, we shall inform you BEFORE we incur any additional costs and will AGREE THESE with you in advance.

Our fees are not conditional on completion occurring and will be payable should the transaction abort, for any reason. In such circumstances you will be charged for work done to date, but ALWAYS within the remit of the originally estimated fee or else any increased fee agreed with you thereafter.

Hourly rates:

Director	£300 plus VAT
Partner	£280 plus VAT
Senior Associate	£235 plus VAT
Associate	£190 plus VAT
Solicitor / CILEx Conveyancing Practitioner	£175 plus VAT

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Paralegal Member of the Chartered Institute of Legal Executives	£165 plus VAT
Trainee Solicitor	£130 plus VAT
Paralegal	£120 plus VAT

VAT is currently charged at 20%.

Disbursements / third-party payments:

In addition to fees, expenses and disbursements will be incurred. Disbursements are costs payable to other organisations which are incurred by us in acting for our clients in these matters.

Official Copies will be required. These are the documents that evidence your title. The Land Registry charges £7 per office copy document (plus VAT). Every title will have an official copy and a title plan, meaning a charge of £14 (plus VAT). Many titles then have other titles documents referred to within them and these will cost £7 per document to obtain (plus VAT).

We will undertake a Search of the Index Map to ensure that the plan of the property that has been provided is accurate and does not include any other title numbers or cautions against first registration. The cost of this is £7 per search (plus VAT).

Land Charges searches are carried out in the purchase of unregistered properties to reveal any interests in the land that should be protected by registration. The cost of this search is £6.00 per name (plus VAT), and if an Official Copy of any of the land charges are required, this will cost £5.00 per charge (plus VAT).

Bankruptcy searches will be carried out prior to completion to ensure that none of the parties to the transaction are subject to bankruptcy proceedings. The cost of these searches is £6.00 per name (plus VAT).

For Agricultural properties, an Agricultural Credits search will be carried out. This will reveal any charges registered against the names of farmers who have borrowed money on the security of their stock or assets. The cost of this search is £4.00 per name (plus VAT).

Further charges can arise where there is a defect in title, which may require insurance. For example, where a title document cannot be found, and the lender requires insurance against anything adverse arising from it. We will let you know if such charges arise.

We will let you have a breakdown of those disbursements and third-party charges that we can predict as part of your original estimate and BEFORE work commences on your matter.

A further example of expenses is:

- Electronic identification verification:

    a. up to £13.50 (plus VAT) per individual, partner, sole trader, director, shareholder, beneficiary, trustee etc.
    b. up to £41.50 (plus VAT) per LTD, LLP, PLC and each parent company
- Source of funds check £12.20 (plus VAT) per person
- CHAPS fee for same day Bank Transfers £40 & VAT Electronic Signing Service fee: £7.50 (plus VAT) per e-sign transaction
- Guaranteed Delivery/Special Delivery additional postage costs:
- "Signed for" delivery:
    - Letter – up to 100g – £2.96 (plus VAT)
    - Large letter
        - up to 250g – £4.27 (plus VAT)
        - 500g– £5.00(plus VAT)
        - 750g – £5.00 (plus VAT)
    - Small parcel – up to 2 kg – £5.69 (plus VAT)
    - Medium parcel
        - up to 2kg – £5.69 (plus VAT)
        - 2kg - 10 kg – up to £13.29 (plus VAT)

- Special delivery, guaranteed delivery by 1pm next working day:
    - Up to 100g – £7.75 (plus VAT)
    - 500g – £8.75 (plus VAT)
    - 1kg – £9.75 (plus VAT)
    - 2kg – £12.75 (plus VAT)
    - 10kg – £17.75 (plus VAT).

VAT is currently charged at 20%.

Timescales:

It is anticipated that work on this type of matter is likely to take six to eight weeks to complete, in a "problem free" transaction with no complicated "conveyancing chain". However, please note that this is an estimate only. You will be notified if any unforeseen circumstances arise which affect the estimated timescale.

Purchase of a residential property

The work will consist of the following:

1. Investigating title to the property. This typically involves three areas of investigation:
    a. carrying out searches against the property (for example, a local search, an environmental search or a water and drainage search. These searches give details about the property and help us to analyse any risk that might need to be drawn to your or your lender's attention);

   b. carrying out a comprehensive review of the title to the property to check that it is satisfactory and not defective; and
   c. reviewing and analysing the disclosure of the seller.
2. The negotiation of a purchase contract and a land transfer.
3. Providing you with advice on any borrowing that you are obtaining to fund your purchase and dealing with your lender in respect of this.
4. Preparing for you a formal report on title. This gives you a complete legal overview on what you are purchasing and is a document that should be retained for future use / reference.
5. Dealing with exchange of contracts for the acquisition of your property and the subsequent land transfer.
6. Dealing, post completion of your purchase, with the payment of any stamp duty or land transaction tax that might be payable and the registration of the title to your property at the Land Registry.

Fees:

We estimate fees based on the value of the property, as below. Please note that for transactions of up to £500,000 we only work with existing clients and portfolio owners:

PROPERTY VALUE	**FEE ESTIMATE**	**FOR EXISTING CLIENTS AND PORTFOLIO OWNERS ONLY**	**FOR NEW AND EXISTING CLIENTS**
Up to £250,000	£1,150 plus VAT		✔
£250,001 - £300,000	£1,300 plus VAT		✔
£300,001 - £350,000	£1,450 plus VAT		✔
£350,001 - £400,000	£1,600 plus VAT		✔
£400,001 - £450,000	£1,750 plus VAT		✔
£450,001 - £500,000	£1,900 plus VAT		✔
£500,001 and over	**		✔

**For real estate transactions over £500,001 a tailored conveyancing package is prepared by a senior member of the team. Please call for a consultation.

Leasehold properties will incur an additional fee of £250 plus VAT.

VAT is currently charged at 20%.

Our fee is calculated on the basis that:

(a) The property is held under a single freehold* title at the Land Registry with no title defects
(b) One contract is submitted to one purchaser
(c) The purchase is via an unconditional contract and the property is acquired with vacant possession
(d) Completion takes place on the date agreed in the contract.

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*If it is a leasehold property, we charge an extra fee of £250 plus VAT on top of the standard fee.

VAT is currently charged at 20%.

If the purchase becomes more complicated than we assume initially, or if unforeseen problems arise, we may have to increase our fees. If that does transpire, we shall inform you BEFORE we incur any additional costs and will AGREE THESE with you in advance.

Our fees are not conditional on completion occurring and will be payable should the transaction abort, for any reason. In such circumstances you will be charged for work done to date, but ALWAYS within the remit of the originally estimated fee or else any increased fee agreed with you thereafter.

Hourly rates:

Director	£300 plus VAT
Partner	£280 plus VAT
Senior Associate	£235 plus VAT
Associate	£190 plus VAT
Solicitor / CILEx Conveyancing Practitioner	£175 plus VAT
Paralegal Member of the Chartered Institute of Legal Executives	£165 plus VAT
Trainee Solicitor	£130 plus VAT
Paralegal	£120 plus VAT

VAT is currently charged at 20%.

Disbursements / third-party payments:

In addition to fees, expenses and disbursements will be incurred. Disbursements are costs payable to other organisations which are incurred by us in acting for our clients in these matters.

More fees are payable to third parties on the acquisition of real estate than on the sale of real estate.

For example:

Searches are usually carried out against the property. A normal suite of searches for a residential dwelling costs around £300 (plus VAT); however, this could be more on higher-value properties. That figure can increase depending on what searches are obtained and the fee earner dealing with your case will discuss this with you to provide you with a tailored quote.

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A further example of expenses is:

- Electronic identification verification up to £13.50 (plus VAT) per individual, partner, sole trader, director, shareholder, beneficiary, trustee etc.
- up to £41.50 (plus VAT) per LTD, LLP, PLC and each parent company
- Source of funds check £12.20 (plus VAT) per person
- CHAPS fee for same day Bank Transfers £40 & VAT
- Electronic Signing Service fee £7.50 (plus VAT) per e-sign transaction
- Guaranteed Delivery/Special Delivery additional postage costs:
- "Signed for" delivery:
    - Letter – up to 100g – £2.96 (plus VAT)
    - Large letter
        - up to 250g – £4.27 (plus VAT)
        - 500g– £5.00(plus VAT)
        - 750g – £5.00 (plus VAT)
    - Small parcel – up to 2 kg – £5.69 (plus VAT)
    - Medium parcel
        - up to 2kg – £5.69 (plus VAT)
        - 2kg - 10 kg – up to £13.29 (plus VAT)

- Special delivery, guaranteed delivery by 1pm next working day:
    - Up to 100g – £7.75 (plus VAT)
    - 500g – £8.75 (plus VAT)
    - 1kg – £9.75 (plus VAT)
    - 2kg – £12.75 (plus VAT)
    - 10kg – £17.75 (plus VAT).

VAT is currently charged at 20%.

Purchasers of residential property can also be required to pay stamp duty on purchase (in England) or land transaction tax (in Wales).

We will provide you with a calculation of this tax when providing you with an estimate, but below are links to online calculators which will enable you to check this for yourself:

Land Transaction Tax Calculator (for properties in Wales): https://beta.gov.wales/land-transaction-tax-calculator

Stamp Duty Land Tax Calculator (for properties in England): https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax/#/intro

Land Registry Registration Fee Calculator: https://landregistry.data.gov.uk/fees-calculator.html

Costs are also incurred in registering the title to the property and, again, we will cost this for you when tailoring your estimate.

Timescales:

It is anticipated that work on this matter is likely to take six to eight weeks to complete in a "problem free" transaction without a complicated "conveyancing chain". However, please note that this is an estimate only. You will be notified if any unforeseen circumstances arise which affect the estimated timescale.

Mortgage/re-mortgage of a residential property

The work will consist of the following:

1. Obtaining your deeds.
2. Investigating title to the property. This typically involves two areas of investigation:
    a. carrying out a comprehensive review of the title to the property to check that it is satisfactory and not defective;
    b. carrying out searches against the property or obtaining a 'No Search' Insurance Policy, depending upon your lender's requirements.
3. Dealing with the redemption of any mortgage or borrowing that is currently charged against your property.
4. Requesting the mortgage advance from your lender.
5. Thereafter dealing with the post-completion elements which will include the registration of the charge at the Land Registry.

Fees

We estimate fees based on the value of the property, as below:

PROPERTY VALUE	**FEE ESTIMATE**
Up to £500,000	£750 plus VAT
Over £500,001	£1,250 plus VAT

VAT is currently charged at 20%.

Our fees are calculated on the basis that the property is held under a single freehold title at the Land Registry with no title defects.

If the mortgage or re-mortgage becomes more complicated that we initially thought, or if unforeseen problems arise, we may have to increase our fees. If that does transpire, we shall inform you BEFORE we incur any additional costs and will AGREE THESE with you in advance.

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Our fees are not conditional on the mortgage or re-mortgage completing and will be payable should the transaction abort, for any reason. In such circumstances you will be charged for work done to date, but ALWAYS within the remit of the originally estimated fee or else any increased fee agreed with you thereafter.
Leasehold properties will incur an additional fee of £250 plus VAT.

VAT is currently charged at 20%

Hourly rates:

Director	£300 plus VAT
Partner	£280 plus VAT
Senior Associate	£235 plus VAT
Associate	£190 plus VAT
Solicitor / CILEx Conveyancing Practitioner	£175 plus VAT
Paralegal Member of the Chartered Institute of Legal Executives	£165 plus VAT
Trainee Solicitor	£130 plus VAT
Paralegal	£120 plus VAT

VAT is currently charged at 20%.

Disbursements / third-party payments:

In addition to fees, expenses and disbursements will be incurred. Disbursements are costs payable to other organisations which are incurred by us in acting for our clients in these matters.

Official Copies will be required. These are the documents that evidence your title. The Land Registry charges £7 per office copy document (plus VAT). Every title will have an official copy and a title plan, meaning a charge of £14 (plus VAT). Many titles then have other titles documents referred to within them and these will cost £7 per document to obtain (plus VAT).

We will undertake a Search of the Index Map to ensure that the plan of the property that has been provided is accurate and does not include any other title numbers or cautions against first registration. The cost of this is £7 per search (plus VAT).

Prior to completion on a purchase, transfer or refinance we will also apply for a Priority Search at the Land Registry. This will reveal any changes to the title since the Official Copy was first obtained, and also protects the priority period of the registration of the transfer, or charge at the Land Registry. The

cost of this is £7 per title number (plus VAT). For unregistered properties, a Land Charges search will be carried out instead, the cost of which is £6.00 per name (plus VAT).

Land Charges searches are carried out in the purchase of unregistered properties to reveal any interests in the land that should be protected by registration. The cost of this search is £6.00 per name (plus VAT), and if an Official Copy of any of the land charges are required, this will cost £5.00 per charge (plus VAT).

Bankruptcy searches will be carried out prior to completion to ensure that none of the parties to the transaction are subject to bankruptcy proceedings. The cost of these searches is £6.00 per name (plus VAT).

For Agricultural properties, an Agricultural Credits search will be carried out. This will reveal any charges registered against the names of farmers who have borrowed money on the security of their stock or assets. The cost of this search is £4.00 per name (plus VAT).

Further charges can arise where there is a defect in title, which may require insurance. For example, where a title document cannot be found, and the lender requires insurance against anything adverse arising from it. We will let you know if such charges arise.

We will let you have a breakdown of those disbursements and third-party charges that we can predict as part of your original estimate and BEFORE work commences on your matter.

If your lender requires searches, we estimate approximately £420 (plus VAT); however, this could be more on higher value properties. This figure can also increase depending on what searches are obtained; the fee earner dealing with your case will discuss this with you to provide you with a tailored quote.

If your lender will accept a 'No Search' Insurance Policy the cost will depend upon the value of the property and the fee earner dealing with your case will discuss this with you to provide you with a tailored quote. This is usually cheaper than obtaining searches.

A further example of expenses is:

Electronic identification verification	up to £13.50 (plus VAT) per individual, partner, sole trader, director, shareholder, beneficiary, trustee etc. up to £41.50 (plus VAT) per LTD, LLP, PLC and each parent company
Electronic Signing Service fee	£7.50 (plus VAT) per e-sign transaction

- "Signed for" delivery:

  - Letter – up to 100g – £2.96 (plus VAT)
  - Large letter
    - up to 250g – £4.27 (plus VAT)
    - 500g– £5.00(plus VAT)
    - 750g – £5.00 (plus VAT)
  - Small parcel – up to 2 kg – £5.69 (plus VAT)
  - Medium parcel
    - up to 2kg – £5.69 (plus VAT)
    - 2kg - 10 kg – up to £13.29 (plus VAT)

- Special delivery, guaranteed delivery by 1pm next working day:
  - Up to 100g – £7.75 (plus VAT)
  - 500g – £8.75 (plus VAT)
  - 1kg – £9.75 (plus VAT)
  - 2kg – £12.75 (plus VAT)
  - 10kg – £17.75 (plus VAT).

VAT is currently charged at 20%.

Timescales:

It is anticipated that work on this matter is likely to take four weeks to complete in a "problem free" transaction. However, please note that this is an estimate only. You will be notified if any unforeseen circumstances arise which affect the estimated timescale.

Details of work and experience:

James Davies – Director and Solicitor

James is head of RDP's Real Estate team and qualified as a Solicitor in 2004. James's work is now almost completely based in commercial real estate, but he works with members of the residential conveyancing team in an advisory and supervisory role.

James typically works on no more than a handful of residential conveyancing matters in a given year and these will almost always be very high-value/complex matters or else will contain commercial elements.

Natasha Bunclark – Partner

Natasha has over 10 years' experience in residential conveyancing. Natasha joined RDP's Real Estate and Residential team upon qualifying as a Solicitor in September 2018. She has dealt with hundreds of high-end conveyancing cases including sales, purchases, transfers of equity and re-mortgages of residential properties. Around 75% of Natasha's time is spent on residential conveyancing.

She currently acts for individuals and companies in a range of matters and her residential expertise includes:

- Acquisition and disposal
- Re-mortgaging
- Transfer of equity
- General land law

Samantha Pocknell – CILEx Conveyancing Practitioner

Samantha has over 20 years' experience in residential conveyancing and became a CILEx Conveyancing Practitioner in 2019. 100% of Samantha's time is spent on residential conveyancing.

Her residential expertise includes:

- Acquisition and disposal
- Re-mortgaging
- Transfer of equity
- General land law

Rachel Brown – ACILEx – Paralegal Member of the Chartered Institute of Legal Executives

Rachel is a Paralegal Member of the Chartered Institute of Legal Executives, and is a member of RDP's Real Estate team. Prior to joining RDP in 2013, Rachel worked for a firm in Newport for five years. 30% of Rachel's time is spent within the RDP plot sales team where she leads on handling the sales of individual plots on new build development sites. 30% of Rachel's time is spent within the general commercial real estate team acting on refinance matters.

40% of her time is spent on residential conveyancing, made up of:

- Residential disposal
- Re-mortgaging
- Transfer of equity
- General land law

COMMERCIAL DEBT RECOVERY

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RDP Law's Dispute Resolution team is different to others. The team are experts at not just battling conflicts for clients but also at settling them, across a wide spectrum covering all aspects of commercial litigation, commercial debt recovery (not personal debt recovery), professional negligence, property litigation and contentious probate matters.

The team are best known for their clever, pragmatic approach to problem-solving and using alternative dispute resolution methods or where necessary, Court action to achieve the desired outcome. Regardless of who works on your matter they will be supervised by James Davies, a Director of over 17 years post qualification experience.

Fees

Price transparency is at the heart of the services we offer within the dispute resolution department. For all uncontested debt recovery claims up to a value of £100,000.00, we will provide you at the outset a detailed summary of potential costs per stage of the process.

Our prices vary depending on the claim value, complexity of issues and prospects of recoverability and are based on the hourly rates of the fee earner working on your matter. All the work we undertake on your behalf will charged in accordance with our hourly rates.

Our current hourly rates are:

Robert Davies (Director/Solicitor)	£320 per hour plus VAT
James Davies (Director/Solicitor)	£300 per hour plus VAT
Sarah Porter (Partner/Solicitor)	£280 per hour plus VAT
Patrick Duggan (Solicitor Advocate)	£280 per hour plus VAT
Tom Jones (Senior Associate Solicitor)	£235 per hour plus VAT
Donna Wilkins (Solicitor	£185 per hour plus VAT
Andrew Roberts (Lead Paralegal)	£180 per hour plus VAT
Trainee Solicitor	£130 per hour plus VAT

VAT is currently charged at 20%.

The firm's hourly rates are reviewed in May and November of each year.

Regardless of who works on your claim, a typical non-contested debt recovery matter will comprise of three separate and distinct stages. We provide an estimate of cost per stage, set out below.

Stage 1 – The Pre-Action Stage

During this stage, a claimant will be required to evidence their claim by corresponding with the defendant. We would also advise you on the contractual position of any undisputed debt and calculate any interest payable.

Typically, for a non-contested claim, we would recommend sending three letters. The first will be a letter before action. This is a detailed and robust letter, setting out the contractual matrix, the sums owed, and confirming how payment should be made. The second will be a follow-up chaser letter.

The third and final letter will give a final warning, confirming our intention to issue proceedings unless payment is made within 14 days.

It is difficult to estimate a definite timescale to debt recovery matters, but due to the protocol requirements, such action will be taken in compliance with said rules. This means no action can be taken by a creditor for at least 30 days from the date of the letter before action to the debtor, and a reasonable time is provided thereafter for the debtor to seek legal advice on its position.

We will endeavour to assess and review documents fully and in detail upon receipt of all contractual documents relevant to the claim and to do so within 14 working days of receipt of such documents and acceptance of the firm's terms and conditions of engagement.

For a non-complex matter with no unforeseen circumstances, it is likely that Stage 1 will be concluded within three months.

For a typical non-defended claim, our fees are estimated to be in the region of:

Stage 1	
Claim Value	**Estimated Fee**
Between £0 £10,000	£1,375 plus VAT
Between £10,001 £25,000	£1,925 plus VAT
Between £25,001 £50,000	£2,750 plus VAT
Between £50,001 £100,000	£3,850 plus VAT

VAT is currently charged at 20%.

The above-mentioned fee estimate is provided based on the following assumption:

1. That we are only instructed to send three letters, i.e. a letter before action, a chaser letter, and a further letter warning of our intention to issue proceedings at court.
2. That it is a straightforward contractual claim, with no complex issues to resolve.
3. That the defendant has no defence to the claim.
4. That the defendant does not enter into complicated or lengthy correspondence.

<u>Stage 2 – Court Proceedings – obtaining judgment in default on your behalf.</u>

If the correspondence mentioned in Stage 1 does not produce the desired result, the next stage is for us to advise a claimant on whether it is cost-effective to issue proceedings at court. This could involve instructing a private investigator to prepare a pre-sue means assessment report* and for us to advise on the prospects of success in proceeding with the claim.

If we consider that a claim is cost-effective to pursue, we may advise a claimant to issue proceedings at court. This involves drafting a claim form and particulars of claim and paying a court fee at court.

We estimate the time to complete this stage will be around 10 weeks.

* On average a typical pre-sue means assessment report will cost in the region of £350 plus VAT.

For a typical non-defended claim, our fees are estimated to be in the region of:

Stage 2	
Claim Value	**Estimated Fee**
Between £0 £10,000	£2,750 plus VAT
Between £10,001 £25,000	£3,300 plus VAT
Between £25,001 £50,000	£3,850 plus VAT
Between £50,001 £100,000	£4,400 plus VAT

VAT is currently charged at 20%.

The above-mentioned fee estimate is provided based on the following assumption:

1. That we consider that the claim has prospects of success in excess of 51%.
2. That the defendant has not defended the claim during the Stage 1 correspondence stage.
3. That it is a straightforward contractual claim, with no complex issues to resolve.
4. That the defendant does not defend the claim.
5. That we obtain judgment in default.
6. That we are not required to attend any court hearing.
7. That no applications to court are required other than for default judgment.

Stage 3 – Enforcement

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Once we obtain judgment in default, the next stage is to enforce that judgment through the court process. As each case is different and with enforcement options being variable, we cannot give an exact timeframe or fee estimate for this aspect of the work, which will be case-specific.

We aim to begin Stage 3 as soon as possible and as soon as we receive instructions from you that we can proceed with entering judgment and pursuing enforcement action.

However, to give you an indication of potential costs, please refer to the following:

Potential Option	**Estimated Fee**
Order for Questioning	£825 to £1,100 plus VAT
Attachment of Earnings	£550 to £880 plus VAT
Third Party Debt Order	£550 to £880 plus VAT
Uncontested Charging Order	£1,320 to £2,200 plus VAT
Warrant / Writ of Control	£385 to £825 plus VAT
Statutory Demand	£385 to £825 plus VAT
Bankruptcy Petition	£825 to £1,650 plus VAT
Winding Up Petition	£1,375 to £1,650 plus VAT

VAT is currently charged at 20%.

<u>Contested Disputes</u>

The vast majority of claims are defended by a defendant. For debt recovery claims, this could be on the basis of a contractual dispute. The defendant may also bring a counterclaim against a claimant. If this happens, and on the assumption that our fees may exceed those stated above, we can advise on the potential cost implications and estimate of costs, tailored to your specific requirements.

Please note that if your claim is defended you will continue to be charged on the basis of our current hourly rates (exclusive of VAT, disbursements and expenses*). A fee estimate will be provided before any of these costs are incurred.

**See below Disbursements section for more information.*

We do not provide a fixed fee for each stage of the process. Any fee estimates provided above are an indication of our potential fees only. Similarly, we do not typically provide conditional fee agreements or damages-based agreements, but we can discuss potential funding options with you on a case-by-case basis.

With claims issued at court, if the proceedings become protracted, for a typical claim you may be required to budget more than £80,000.00 plus VAT and counsel fees for progressing a case through to a final trial. Enforcement costs could be in addition to that amount.

There may be some disbursements and fees to third parties (for example, search fees, court fees, process server fees, expert and agent's fees to attend court) that will need to be taken into account, not quoted below. Again, we will provide you with an estimate of the disbursements that you are likely to incur.

There is a principle in litigation where the losing party pays the winning parties' costs. If successful in the litigation, you would expect a court to award you costs in addition to any judgment sum. Typically, you would expect to recover between 60% and 70% of the costs you incur. However, although you may obtain a costs order against the defendant, you could still be left with the difficult task of recovering your costs from them.

For this reason, we will always seek to provide you with the best possible cost estimates at an early stage of a dispute, so that you can make an assessment on whether the claim is genuinely cost-effective to progress, or whether it may be more cost-effective to settle.

Disbursements

Disbursements are costs payable to other organisations which are incurred by us in acting for our clients in these matters.

A court fee is payable to the court on issuing a claim.

An example of additional expenses that may be applied is:

- Electronic identification verification - up to £13.50 (plus VAT) per individual, partner, sole trader, director, shareholder, beneficiary, trustee etc.
- up to £41.50 (plus VAT) per LTD, LLP, PLC and each parent company
- Electronic Signing Service fee - £7.50 (plus VAT) per e-sign transaction
- Electronic Bundle Fee - £35.00 (plus VAT) per bundle
- Electronic signing service fee: £7.50 (plus VAT) per e-sign transaction.
- CHAPS fee for same day Bank Transfers £40 & VAT
- Guaranteed Delivery/Special Delivery additional postage costs:
- "Signed for" delivery:
    - Letter – up to 100g – £2.96 (plus VAT)
    - Large letter
        - up to 250g – £4.27 (plus VAT)
        - 500g– £5.00(plus VAT)
        - 750g – £5.00 (plus VAT)
    - Small parcel – up to 2 kg – £5.69 (plus VAT)
    - Medium parcel
        - up to 2kg – £5.69 (plus VAT)
        - 2kg - 10 kg – up to £13.29 (plus VAT)

- Special delivery, guaranteed delivery by 1pm next working day:
  - Up to 100g – £7.75 (plus VAT)
  - 500g – £8.75 (plus VAT)
  - 1kg – £9.75 (plus VAT)
  - 2kg – £12.75 (plus VAT)
  - 10kg – £17.75 (plus VAT).

To issue a claim for money, the court fee is based on the amount claimed, including interest, as set out in the following table. There is no VAT payable on the below court fees:

Value of your claim				Fee payable	
				Court issued claim	Filed via SDT/MCOL*
Up to	£300			£35	£25
Greater than	£300	but no more than	£500	£50	£35
Greater than	£500	but no more than	£1,000	£70	£60
Greater than	£1,000	but no more than	£1,500	£80	£70
Greater than	£1,500	but no more than	£3,000	£115	£105
Greater than	£3,000	but no more than	£5,000	£205	£185
Greater than	£5,000	but no more than	£10,000	£455	£410
Greater than	£10,000	but no more than	£200,000	5% of the value of the claim	4.5% of the value of the claim
Greater than	£200,000			£10, 000	N/a

* Maximum amount for Secure Data Transfer (SDT) or Money Claim OnLine (MCOL) £99,999.99

Secure Data Transfer is a secure system to enable customers issuing in bulk to upload and transfer data files directly from their systems to HM Courts & Tribunals Service systems.

We have set out some of the potential costs which may be payable to third parties in relation to your claim below. The disbursements which are applicable to you will depend upon the individual circumstances of your case.

Disbursement	**Cost**
Tracing Agent Fees	From £75 plus VAT
Process Server Fees	From £90 plus VAT
High Court Enforcement Officer Abortive Fee	£90 plus VAT
Official Receiver's fee	Please refer to HMCTS website (there will be VAT payable on fees)
Barrister Fees for initial advice	From £800 to £3,000 plus VAT (dependent on nature and complexity of instruction)
Land Registry Office Copy Search Fee	£3 plus VAT per document
Affidavit Fee	£5 plus VAT plus £2 plus VAT per exhibit

VAT is currently charged at 20%.
Details of work and experience:

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Robert Davies – Director

Chairman, Robert Davies MBE, with over 44 years of experience, is highly regarded within the South Wales property and legal sector. He has a particular expertise in advising with regards to the more contentious commercial and residential property developments and is regularly instructed in relation to some of South Wales' larger and more exciting development proposals. His reputation and astute, pragmatic approach to dispute resolution often achieves outcomes on matters which are commercial and practical in nature. A true rainmaker, Robert's influence in the South Wales market knows no bounds.

James Davies – Director

James is head of RDP's Real Estate team and qualified as a Solicitor in 2004. He may provide assistance to the Litigation team where appropriate.

Sarah Porter – Partner and Head of Dispute Resolution

Sarah has 15 years' experience working in dispute resolution and is a qualified mediator. She has been involved in a variety of types of litigation matter, both for private individuals and commercial clients, including:

- Consumer disputes, breach of contracts etc.
- Contentious probate
- Negligence claims.

Sarah specialises in property litigation, with a focus on boundary disputes, trespass claims, rights of way, restrictive covenants, and adverse possession. She also has significant experience in dealing with both private and commercial, landlord and tenant disputes.

Patrick Duggan – Senior Associate Solicitor

Patrick is a senior associate solicitor in RDP's Dispute Resolution team, with over 25 years' experience in civil litigation. He covers a wide range of disputes.

Thomas Jones – Senior Associate

Tom is a senior associate solicitor in RDP's Dispute Resolution team.

Tom specialises in all aspects of commercial dispute resolution; including partnership disputes, public law, insolvency, shareholder disputes, debt recovery, and breach of contract claims. Tom also advises in relation to property litigation matters, including trespass, boundary disputes, landlord and tenant work, as well as contentious planning cases. Tom qualified in 2021.

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Donna Wilkins - Solicitor

Donna is a solicitor in RDP's Dispute Resolution team. She qualified in July 2024 and specialises in property litigation matters, including landlord and tenant, boundary disputes, trespass claims, right of way, restrictive covenants and adverse possession.

Andrew Roberts – Senior Litigation Paralegal

Andrew is a Senior Litigation Paralegal / Lead Litigation Paralegal who assists fee earners with litigation work as well as managing the paralegal team.