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Information required to obtain grant

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What information is needed to obtain the Grant?

And

What instructions are needed to administer an estate?

Before application can be made for the Grant of Probate, or Letters of Administration, it is necessary to establish the gross and net value of the estate. To do this valuations (market values) must be obtained in respect of all assets including personal items and household contents (both in the UK and abroad), and liabilities (to include the funeral and family mourning) as at the date of death.

Full information is required to complete the estate assessment relating to all assets held in the deceased's sole name and of any assets held in the joint names of the deceased and another person. It is necessary to declare the values as at the date of death plus any accrued interest.

The following is a guide of the information required. If you are uncertain on any matter please do not hesitate to contact us.

Please note that in order to deal with the administration of the estate we will require original documentation, pass books, policies, certificates, invoices, death certificate and Will.

Before each stage of administration of an estate can be completed your formal written instructions will be required.

Failure to provide full information relating to a person's estate or to any gifts they may have made can result in penalties up to 100% of any unpaid tax together with interest being charged by the Revenue. In extreme cases the Revenue may institute Criminal Proceeds against the offenders. For these reasons it is essential to ensure that any relevant assets or transactions are disclosed in order that consideration can be given to whether or not they must be disclosed to the Revenue.

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Personal Information:

<p>Full name and title</p> <p>Alias</p>	
<p>Address at date of death</p> <p>Private house/nursing home</p> <p>Place of death</p> <p>If a hospital, please state date on which deceased was admitted.</p>	

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Former address (if different)	
Date of Birth Date of Death	
Marital status (if divorced a copy of the decree absolute will be needed) Name of spouse/civil partner (If divorced name of former spouse And date of divorce)	

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<p>In the event that the deceased was married/in a Civil partnership on more than one occasion did earlier marriage(s)/civil partnership end as a result of death or divorce? If the marriage(s)/civil partnership ended because of death please provide full name of previous spouse/civil partner, together with date of death and any information known relating to Will of the deceased spouse/civil partner.</p>	
<p>Number of Surviving relatives:</p> <p style="padding-left: 40px;">Spouse</p> <p style="padding-left: 40px;">Siblings</p> <p style="padding-left: 40px;">Parents</p> <p style="padding-left: 40px;">Children</p> <p style="padding-left: 40px;">Grandchildren</p>	
<p>Domicile (e.g. England)</p>	

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Occupation	
National Insurance Number	
<p>Income Tax reference or self assessment number</p> <p>Tax Office address</p>	
Name and address and telephone number of any accountant or other tax/financial adviser who completed income tax returns.	

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Date of Will Where original Will is held Any Codicils? Or letters of wishes?	
Date of death certificate	

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ADMINISTRATION INFORMATION

EXECUTORS / ADMINISTRATORS

1.

Title

Full name

Address

Occupation

Relationship to deceased

Date of Birth

Marital status

Telephone number

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2.	
Title	
Full name	
Address	
Occupation	
Relationship to deceased	
Date of Birth	
Marital status	
Telephone number	
3.	
Title	
Full name	
Address	
Occupation	
Relationship to deceased	

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Date of Birth	
Marital status	
Telephone number	
BENEFICIARIES	
1.Title	
Full name	
Address	
Occupation	
Relationship to deceased	
Date of Birth	
Marital status	

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<p>2.Title</p> <p>Full name</p> <p>Address</p> <p>Occupation</p> <p>Relationship to deceased</p> <p>Date of Birth</p> <p>Marital status</p> <p>3.Title</p> <p>Full name</p> <p>Address</p> <p>Occupation</p> <p>Relationship to deceased</p> <p>Date of Birth</p> <p>Marital status</p>	
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4. Title	
Full name	
Address	
Occupation	
Relationship to deceased	
Date of Birth	
Marital status	
5. Title	
Full name	
Address	
Occupation	
Relationship to deceased	
Date of Birth	
Marital status	

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6. Title	
Full name	
Address	
Occupation	
Relationship to deceased	
Date of Birth	
Marital status	

ESTATE DETAILS: ASSETS AND LIABILITIES

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INSTRUCTIONS AS TO SALE OR TRANSFER OF AN ASSET MUST BE CONFIRMED IN WRITING.

Where any asset was held in the deceased's sole name then these form the estate for distribution under the Will.

Where assets have been held jointly, but as tenants in common, then these also form part of the estate for distribution under the Will.

Where assets have been held jointly as beneficial joint tenants, then these do not form part of his estate for distribution under the Will but pass to the other party by way of survivorship. The value must still be obtained as the deceased's half share must be declared and included on the Inland Revenue form.

In the case of jointly owned assets, please clearly show the asset as such and include the following information when answering the questions listed :

Full name of joint owner:

Date of which the joint account was opened:

Who received the income from the account:

What proportion of the capital monies belonged to the deceased

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ASSETS :

Please give full names addresses, account numbers and balances where known:

The name, address and account numbers of all **banks, building society and other investment accounts.**

BANK AND BUILDING SOCIETY ACCOUNTS WILL BE CLOSED

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National Savings Income or Premium Bonds, Savings Certificates and National Savings holders numbers.

PREMIUM BONDS MUST BE CASHED BUT CAN REMAIN IN THE PRIZE DRAW FOR UP TO ONE YEAR OF THE DATE OF DEATH.

ARE THE PREMIUM BONDS TO BE CASHED IMMEDIATELY OR STAY IN THE DRAW?

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Share certificates, Loan Notes, Debentures and any other proof of securities. Original certificates will be needed.

Any investment bonds or other managed fund accounts. Again original certificates will be needed.

Name and address of any broker or investment adviser.

Where shares are held in an unquoted limited company then these may be treated as a business asset and attract relief. Any holding in such a company is likely to result in a full Inland Revenue Account being completed.

ARE FORMAL VALUATIONS OF SHARES AND OTHER SECURITIES TO BE OBTAINED BY THIS FIRM OR BY THE FAMILY?

ARE SHARES OR ANY OTHER SECURITIES TO BE SOLD

OR TRANSFERRED ?

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A market valuation of the **house** and any other real estate is required. – address of houses or other buildings required.

IS VALUATION TO BE DONE BY THIS FIRM OR BY THE FAMILY?
IS THE HOUSE TO BE SOLD OR TRANSFERRED?

If other buildings

ARE THEY TO BE SOLD OR TRANSFERRED ?

Do you have any preference as to which estate agents should be instructed to carry out a valuation or to market the property?

If there is no mortgage on the property **where are the title deeds** to any real estate?

If there is a mortgage what is the **name and address of the mortgage company** and the account number?

Is there a policy in respect of the mortgage? If so, please provide details of the company and policy number and policy document.

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<p>Is there a current buildings/contents insurance policy in force? tails of the insurance company and the policy number</p>	
<p>Personal items and household contents :</p> <p>A valuation in respect of all personal items such as jewellery, household furniture and furnishings, motor cars, boats, and items of general use and adornment.</p> <p>ARE THESE ITEMS TO BE SOLD OR TRANSFERRED?</p> <p>IS THIS VALUATION TO BE OBTAINED BY US OR BY THE FAMILY?</p> <p>Do you have any preference as to which valuer is instructed to value the items. If the items are to be sold, do you have any preference which auction/clearance company is to be instructed?</p> <p>Valuations should be obtained on all personal and household goods. This does include any motor vehicles, jointly owned property, and household contents in property abroad.</p> <p>The valuation should represent the open market value of the items. If items are listed as having no value a full explanation must be given to confirm how this is assessed.</p>	

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<p>Photographic evidence can be used to compliment valuations</p>	
<p>Was the deceased owed any money from a company or individual in respect of : Loans made to them? Wages? Other?</p> <p>The full name and address of each debtor is required together with details of the debt and the outstanding amount.</p> <p>ALL MONIES OWED TO THE DECEASED WILL BE TREATED AS IMMEDIATELY DUE AND PAYABLE TO THE ESTATE.</p>	
<p>Did the deceased receive any private pension or company pension or other such benefits? If so give the name and address and any reference number of the companies paying such pension or annuity.</p> <p>Had the deceased made any changes to any pension arrangements during the last 2 years?</p>	

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<p>Had the deceased not drawn down any pension payments entitlements? If so, was this as a direct result of :</p> <p>a) Good health b) Bad health</p> <p>Did the deceased receive a state pension or other state benefit? If so, please provide details of the type of benefit, the benefit office and any reference number.</p> <p>Full details will be needed together with a note of the benefits agency address?</p> <p>ALL BENEFITS WILL BE SETTLED AS AT THE DATE OF DEATH.</p>	
<p>The name and address of any Life or other insurance company and policy numbers.</p> <p>ALL POLICIES WILL BE ENCASHED.</p>	

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<p>Did the deceased pay any premiums on any life policies that were not for their or their estate's benefit? If yes, please give details</p>	
<p>Details of any foreign assets owned. Any such asset is likely to result in a full Inland Revenue account being completed.</p> <p>INHERITANCE TAX MAY BE PAYABLE TO THE COUNTRY IN WHICH THE ASSET IS BASED.</p>	
<p>Was the deceased a beneficiary under a trust? If yes, please provide:</p> <p>Name of Trust:</p> <p>What was their benefit from the trust?</p> <p>Trustees details:</p> <p>Trustees solicitors details:</p>	

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<p>Was the deceased a beneficiary under the Will of someone who died within the last 5 years? If so please provide:</p> <p>Name of person who died:</p> <p>When they died</p> <p>Details of the Executor of the estate:</p> <p>How much or what was inherited</p> <p>The solicitors dealing with the administration:</p> <p>ASSETS DUE FROM A TRUST OR ESTATE ARE TREATED AS PART OF THE DECEASED'S ESTATE</p>	
<p>Had the deceased made any gifts During the last 14 years:</p> <p>Regular payments out of income?</p>	

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<p>Capital payments by way of cash or the gift of an asset?</p> <p>Full names and addresses of the recipients is needed plus details of the gifts.</p> <p>GIFTS MADE DURING THE LAST 7 YEARS ARE TREATED AS STILL BEING PART OF THE DECEASED'S ESTATE. GIFTS MADE PRIOR TO THAT TIME MAY AFFECT THE AGGREGATE VALUE OF LIFETIME GIFTS ASSESSED DURING THE LAST 7 YEARS.</p>	
<p>Had the deceased appointed an Attorney to act on their behalf under an Enduring Power of Attorney?</p> <p>If yes: Had the Attorney made any gifts During the last 14 years:</p> <p>Regular payments out of income?</p> <p>Capital payments by way of cash or the gift of an asset?</p>	

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<p>Full names and addresses of the recipients is needed plus details of the gifts.</p> <p>GIFTS MADE DURING THE LAST 7 YEARS ARE TREATED AS STILL BEING PART OF THE DECEASED'S ESTATE. GIFTS MADE PRIOR TO THAT TIME MAY AFFECT THE AGGREGATE VALUE OF LIFETIME GIFTS ASSESSED DURING THE LAST 7 YEARS.</p> <p>Was approval for the gifts obtained from the Court of Protection?</p>	
<p>LIABILITIES</p> <p>Did the deceased owe any money to anyone:</p> <p>Loans?</p> <p>Outstanding bills?</p> <p>Mortgages/legal charges?</p> <p>Outstanding gifts?</p> <p>Other?</p>	

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<p>The name and address and full details of each creditor is required.</p> <p>ALL DEBTS WILL BE PAID OUT OF THE ESTATE FUND. IF AN ESTATE IS INSOLVENT THEN THERE IS A STATUTORY ORDER IN WHICH DEBTS ARE PAYABLE AND BY HOW MUCH.</p>	
<p>Name and address of Funeral Directors. The costs of the funeral may be classed as a liability of the estate. Invoice/Amount</p> <p>IF THERE IS SUFFICIENT MONEY IN A BANK OR BUIILDING SOCIETY ACCOUNT THEN THE INVOICE MAY BE SETTLED BY THAT ASSET COMPANY.</p>	
<p>Was a family mourning reception held? If so, the costs may be classed as a liability of the estate. Invoice/Amount</p>	

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<p>THESE MONIES WILL BE PAID OUT OF THE ESTATE FUND AS SOON AS SUFFICIENT MONIES ARE AVAILABLE (subject to the estate being solvent).</p>	
<p>Is a memorial stone to be erected? If so, the costs may be classed as a liability of the estate.</p> <p style="text-align: center;">Invoice/Amount</p> <p>THESE MONIES WILL BE PAID OUT OF THE ESTATE FUND AS SOON AS SUFFICIENT MONIES ARE AVAILABLE (subject to the estate being solvent).</p>	
<p>Any other information that you believe may be relevant to the administration of the estate;</p> <p>Please continue on separate sheet if necessary.</p>	

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