



CAIRNS MOBILE WILLS & PROBATE

M: 0448 048 840 | E: sally@cairnswills.com.au | W: cairnsmobilewillsandprobate.com.au

ESTATE ADMINISTRATION PRICE LIST

APPOINTMENT FOR ADVICE ONLY

Stand-alone telephone or video conference appointment for advice on estate administration process (up to 90 minutes) (payment at appointment)	\$330
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"I JUST WANT A GRANT OF PROBATE / LETTERS OF ADMINISTRATION"

	FIXED FEE (INCL GST)	OUTLAYS AT COST PRICE*
Fixed fee application for grant of probate or letters of administration, no complicating circumstances	\$2,750	
Death certificate (additional fees for urgent application)		\$52.60
Advertisement in Queensland Law Reporter		\$161.70
Supreme Court filing fee (application for grant) <small>(If you have a current health care card, pensioner concession card or other eligible concession card, we will assist you to apply for a reduction of the filing fee from \$766.80 to \$139.90)</small>		\$766.80
TOTAL FEES AND OUTLAYS	\$2,750	\$981.10

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Prices are inclusive of GST but exclusive of outlays not listed. There may be merchant costs for some payment options. The cost disclosure notice provided at the commencement of each matter will contain the fixed fee and scope of works applicable to each matter.

Fixed fee options are only available for estates with no complicating circumstances and subject to approval.

Supreme Court and Titles Queensland requisition fees and other unexpected outlays are in addition to the fixed fee.

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COMPLEX GRANTS OF PROBATE		
	FEEES (INCL GST)	OUTLAYS AT COST PRICE*
Informal will application, applications involving lost wills, solemn form proceedings (plus counsel's fees, if required)	\$330 per hour	At cost
Death certificate (additional fees for urgent application)		\$52.60
Advertisement in Queensland Law Reporter		\$161.70
Originating application Supreme Court filing fee (If you have a current health care card, pensioner concession card or other eligible concession card, we will assist you to apply for a reduction of the filing fee from \$1,063.65 to \$139.90)		\$1,063.65
TOTAL FEES AND OUTLAYS		\$1,277.95

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OPTIONAL ADD ONS		
DECEASED HAS REAL PROPERTY	FIXED FEE (INCL GST) (PER PROPERTY)	OUTLAYS AT COST PRICE* (PER PROPERTY)
Request to record death with Titles Queensland if the property is held as joint tenant	\$550	\$39.22 (Lodgement fee) \$49 (VOI fee)
Transmission application to personal representative (with grant of representation) If personal representative is selling the property or otherwise holding property for a period of time	\$880	\$208.83 (Lodgement fee) \$49 (VOI fee)
Transmission application to personal representative (no grant – only in limited circumstances) If the applicant is named as executor in a will (original will to be deposited) If the applicant has priority to apply for letters of administration under intestacy AND the gross estate in Qld is less than \$300,000 AND 6 months has elapsed since the date of death	\$880	\$208.83 (Lodgement fee) \$49 (VOI fee)
Transmission application by beneficiary for registration as devisee/legatee (with grant of representation or original will deposited) If a will gifts property to a beneficiary or is the beneficiary of the residuary of the estate	\$1,100	\$208.83 (Lodgement fee) \$49 (VOI fee)
Transfer of property by personal representative (requires valuation for stamp duty purposes) (Add transmission to personal representative fee and outlays above)	\$1,100	+ valuation cost + stamp duty + lodgement fees + VOI fees

VOI “Verification of identity”

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ASSISTANCE TO ADMINISTER AN ESTATE		
		OUTLAYS AT COST PRICE*
If a grant of probate / letters of administration is required, add "I JUST WANT A GRANT" fixed fee	Fixed fee as above	As above
<p>Assistance to administer an estate, such as:-</p> <p>Advice and guidance through the estate administration process</p> <p>Drafting and maintaining an estate inventory</p> <p>Liaising with banks, share registries and other financial institutions to be deposited into our trust account ready for distribution</p> <p>Assistance to transmit motor vehicles into the name of the personal representative for sale or to beneficiaries</p> <p>Assist personal representative to claim superannuation death benefits on behalf of estate and liaise</p> <p>Liaising with beneficiaries in relation to the administration of the estate administration</p> <p>Upon completion of gathering in assets, payment of debts and testamentary expenses, preparing final estate inventory for review of beneficiaries</p> <p>Drafting release discharge and indemnity for residuary beneficiaries to sign upon approval of final estate inventory and completion of duties as personal representative of the estate</p>	Estimate to be provided after initial consultation	+

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TERMS AND CONDITIONS

We hate bill surprises as much as you.

We are dedicated to price transparency from the get-go – whether it's a fixed fee service or estimate-based service.

But there are some terms and conditions. Read on.

The advantages of fixed fee cost agreement

A fixed fee cost agreement enables us to provide you with an agreed price up front so you have certainty about the cost of our service.

Experience in the area of estate administration allows us to provide a fixed-fee price for grants of representation and estate planning packages that are fair for you and our business.

When you engage our services, we will provide a cost disclosure notice that has a detailed description of the work to be performed for the agreed price.

The cost disclosure notice will also provide a description of services that are outside the scope of work and a description of foreseeable contingencies that might affect the scope of work and agreed price. As soon as we become aware that additional work is required or complications have arisen, you will be informed.

Fixed fees published may be updated periodically

The fixed fees published on our website may be updated periodically, usually at the beginning each financial year.

The cost disclosure notice provided to each client at the commencement of each matter will contain the fixed fee applicable to each matter. Please notify us if there is a discrepancy between the fixed fees published on the website and in your cost disclosure notice.

Estimate-based fee cost agreement

Every estate is different – from the number of executors appointed to administer the estate, the number of beneficiaries receiving the estate and the type of assets held by the deceased. For this reason, we do not offer fixed fees to administer an estate.

We will, however, provide you with a *realistic* estimate of fees and outlays after our initial consultation. When you engage our services, we will provide a cost disclosure notice that has a detailed description of the work to be performed for the estimated price.

The cost disclosure notice will also provide a description of services that are outside the scope of work and a description of foreseeable contingencies that might affect the scope of work and estimated price. As soon as we become aware that have arisen, you will be informed. If our estimate changes additional work is required or complexity involved, we will let you know as soon as possible.

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Payment for outlays into trust account

Payment of anticipated outlays are required to be paid into our trust account before they are incurred.

Cairns Mobile Wills & Probate law practice trust account
BSB 084 472
Account number 88385 5415
Ref: Your last name

Payments into our trust account are to be made by internet bank transfer or bank deposit (that is, you cannot use our Square facility or credit card for deposits into our trust account due to law society regulations).

Outlays required to apply for a grant of representation may be requested from the deceased's bank and paid directly into our trust account. We can assist with this process.

To avoid the possibility of cyber-crime, please telephone us and we will send a return text confirming the BSB and account number prior to making an electronic payment.

Payment of your tax invoice

You can pay your tax invoice by internet bank transfer or using our Square card facility (fees apply).

Our general account details:

JEST Hayward Pty Ltd
BSB 084 472
Account number 88 328 1204
Ref: Your last name

To avoid the possibility of cyber-crime, please telephone us and we will send a return text confirming the BSB and account number prior to making an electronic payment.



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