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)	$550

"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	$3,300	
Advertisement in Queensland Law Reporter		$161.70
Supreme Court filing fee (application for grant) (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 $819.90 to $149.60)		$847.60 or $154.70 with concession card
SUBTOTAL FEES / OUTLAYS	$3,300	$1,009.30 or $316.40 with concession card
SUBTOTAL FEES AND OUTLAYS	$4,309.30 or $3,616.40 with concession card	
Death certificate (additional fees for urgent application) (funeral home usually requests this)		$58.10

* Outlays are added at cost price but may increase without our knowledge by third parties.
Prices are inclusive of GST. There are merchant costs for credit card payments.
The cost disclosure notice provided at the commencement of each matter will contain the fixed fee/estimate and scope of works applicable to each matter.
Fixed fee options are only available for matters with no complicating circumstances.
Other unexpected outlays (such as a medical report) are in addition to the fixed fee/estimate.
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COMPLEX GRANTS OF PROBATE		
	FEES (INCL GST)	OUTLAYS AT COST PRICE*
Informal will application, applications involving lost wills, solemn form proceedings (plus counsel's fees, if required)	$440 per hour	At cost
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 $1,176.00 to $154.70)		$1,176.00 or $154.70 with concession card
TOTAL FEES AND OUTLAYS		$1,337.70 or $316.40 with concession card
Death certificate (additional fees for urgent application) (funeral home usually requests this)		$58.10

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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	$46.56 (Lodgement 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	$248.04 (Lodgement 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*	$1,100	$248.04 (Lodgement 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 estate*	$1,100	$248.04 (Lodgement fee)
Transfer of property by personal representative not in accordance with the will/intestacy provisions (requires valuation for stamp duty purposes) *(Add transmission to personal representative fee and outlays above)*	$1,100	+ valuation cost + stamp duty + lodgement 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
Assistance to administer an estate on an "as requested basis", such as:- Advice and guidance through the estate administration process Drafting and maintaining an estate inventory Liaising with banks, share registries and other financial institutions – funds deposited into our trust account Assistance to transmit motor vehicles into the name of the personal representative for sale or to beneficiaries Assist personal representative to claim superannuation death benefits on behalf of estate and liaise Liaising with beneficiaries in relation to the administration of the estate administration Upon completion of gathering in assets, payment of debts and testamentary expenses, preparing final estate inventory for review by beneficiaries Drafting release discharge and indemnity for residuary beneficiaries to sign after approval of final estate inventory and completion of duties as personal representative of the estate	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 (cost agreement) that has a detailed description of the work to be performed (scope of work) 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 if 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 our website, this price list 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 assist you 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. If our estimate changes because additional work is required, or if complications have arisen, 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 a 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 by credit card using our Square card facility (merchant 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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