

**Guide to approximate timescales  
regarding the administration  
of an estate**

Steps	Timeline
<b>Obtaining asset and liability information to prepare the probate papers.</b> <b>Identifying tax reliefs available.</b>	1-4 months from instruction to act, dependent on number of organisations to correspond with and the quality of the information they provide in response to our letters.
<b>Preparation of IHT papers and application for the grant of probate.</b> <b>Obtaining signatures, paying the tax.</b>	Up to 1 month after we have all the information we need.
<b>Submitting IHT papers to HMRC and submitting the application for the grant of probate.</b>	1 month (21 days must elapse between these two steps).
<b>Receiving the grant of probate.</b>	Approximately 16-20 weeks from the expiry of the above month.
<b>Cashing in the assets.</b>	1 month – 6 months after the grant of probate has been obtained depending on what assets need to be sold/dealt with – i.e., a house sale may take longer.
<b>Settlement of debts, payment of legacies, Interim distributions of residue.</b>	When the majority of the assets are cashed in the executors can make interim distributions, subject to any deadlines passing (as we will have advised the executors i.e. Statutory advertisements for creditors, claims against the estate).
<b>Finalising the deceased’s tax affairs, the estate’s tax affairs, IHT clearance.</b> <b>Final distributions.</b>	6 – 12 months from the issue of the grant of probate, potentially up to 2 years from the date of the deceased’s death.

*The administration of an estate can vary depending on the complexity and issues involved. This is intended to be a guide to the approximate timescales involved.*