

# 10 Stages for Probate Application

Stage 1	Register the death to a local Registrar. Purchase ten Death Certificates. Use "Tell Us Once" Service. Ensure "Buildings Insurance" remains valid.
Stage 2	Gather detailed information relating to the Assets and Liabilities of the Estate. <i>Note 1</i>
Stage 3	Complete Forms: IHT 205 or IHT 400 and PA 1  Assistance can be purchased from easyProbate, as follows: Telephone support: £25.00 (or £50 for Premium Service) IHT 205 £500.00 IHT 400 easyProbate can quote for professionally qualified support
Stage 4	Send forms to Probate Registry and/or HMRC Nottingham.
Stage 5	Receive 'Oath' and arrange for it to be sworn in front of Solicitor.
Stage 6	Return 'Oath' to Probate Registry.
Stage 7	Receive Grant of Probate.
Stage 8	Send Grant of Probate to all institutions with instruction to make payment to the Executor's Account. <i>Note 2</i>
Stage 9	Have Estate Account approved by Beneficiaries.
Stage 10	Pay Legacies and distribute Estate.

## Notes:

1. Notification of a death can be posted by the Personal Representative in the London Gazette and/or local papers to notify Debtors.
2. An "Executor's Account" can be opened by the Personal Representative at a High Street Bank. No withdrawals can be made before the Grant of Probate is received.

# **10 Stages for Probate Application**

## **Stage 1 - Registration**

- Report the death to a local Registrar.
- Purchase Death Certificates from the Registrar (we recommend 10).
- Use the Government's "[Tell Us Once](#)" service
- Ensure that the Buildings Insurance on any property belonging to the Deceased remains valid.

## **Stage 2 - Assets & Liabilities**

- Gather detailed information relating to the Assets and Liabilities of the Estate.

## **Stage 3 - Complete Forms**

- Complete a Government Probate Form.  
This will be either IHT 205 for standard Estates, or IHT 400 plus PA 1 for more complex Estates.
- easyProbate provides assistance with these forms at three levels:
  - Telephone Support (Standard £25, Premium £50)
  - IHT 205 (Form completion £500)
  - IHT 400 and PA 1 (easyProbate can arrange professional qualified support)

## **Stage 4 - Submit Forms**

- Send the forms to your local [Probate Registry](#)
- Or send to HMRC Nottingham, Howard House, Castle Meadow Road, Nottingham NG2 1AB.

## **Stage 5 - Receive the Oath**

Receive the Oath and arrange for it to be sworn in front of a Solicitor.

## **Stage 6 - Return the Oath**

Return the Oath to Probate Registry.

## **Stage 7 - Receive the Grant of Probate**

## **Stage 8 - Send out Grant of Probate**

Send the Grant of Probate to all institutions with an instruction to make payment to the Executor's Account.

## **Stage 9 - Estate Accounts**

Have Estate Accounts approved by Beneficiaries.

## **Stage 10 - Estate Distribution**

Pay the Legacies and distribute the Estate

Notes:

1. Executors acting for a family member, and who are also a beneficiary, should consider posting a notice in the London Gazette and local papers to notify debtors.
2. Executors may open an Executor's Account at a local bank, but withdrawals cannot be made until the Grant of Probate has been received.