



ESTATE ADMINISTRATION & PROBATE



## PACKAGES & PRICING

### JUST THE GRANT

Suitable if you want to handle the estate administration yourself but need a hand with obtaining a grant of probate or letters of administration.

**\$2,200**

including GST; plus Probate Lodging Fees (dependent on the value of the estate)

- Obtaining the original will (if applicable) and death certificate
- Review of will (if applicable) and death certificate
- Publishing and serving notice
- Preparing application and affidavits
- Meeting with you to sign your application and affidavits
- Court filing
- Giving you certified copies of the grant

### RESEAL OF A GRANT

A reseal in Victoria may be required if you have obtained a Grant overseas or interstate but need to deal with assets in Victoria.

**\$1,650**

including GST; plus Probate Lodging Fees (dependent on the value of the estate)

- Publishing and serving notice
- Preparing application and affidavits
- Meeting with you to sign your application and affidavits
- Court filing
- Giving you certified copies of the grant

### WE HANDLE IT

Unsure where to begin and don't have time to handle the estate administration yourself?

Or perhaps the estate is complex and you need legal assistance with some or all aspects of the estate administration.

**Hourly Rates**

- Once the Grant is issued, if you would like additional assistance with the administration of the estate, we will meet with you to discuss the next steps and provide a tailored estimate for your specific circumstances



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We are happy to assist with Estate Property Transfers. Please note that we may engage external conveyancing consultants for this purpose. We will advise you if this is proposed and will provide a cost estimate based on each transaction.

### TRANSMISSION APPLICATION

Suitable if you need to register an estate property into the name of the executor or administration so they can either sell the deceased person's property or transfer it to beneficiaries.

(including GST; additional fees may apply if there is a mortgage registered on the property)

- Obtaining current title search for the property
- Obtaining original documents required for lodgement
- Reviewing the death certificate and will (plus probate or letters of administration if obtained) and certifying copies
- Drafting and signing Transmission Application
- Drafting statutory declarations
- Lodging necessary documents
- Providing you with a registration confirmation statement
- Assisting with the "Commencement of Deceased Estate" form with the State Revenue Office

### TRANSMISSION APPLICATION TO BENEFICIARY IN WILL

Transfer of property to an Australian resident beneficiary under a Will (via the Executor). This includes all transfer processes (that is, from the deceased to the Executor and thereafter to the beneficiary/ies).

(including GST; additional fees may apply if there is a mortgage registered on the property)

- Obtaining current title search for the property
- Obtaining original documents required for lodgement
- Reviewing the death certificate and will (plus probate or letters of administration if obtained) and certifying copies
- Drafting and signing Transmission Application and Consents
- Drafting statutory declarations
- Lodging necessary documents
- Providing you with a registration confirmation statement
- Assisting with the "Commencement of Deceased Estate" form with the State Revenue Office



## YOUR LEGAL TEAM



### **ROHANI BIXLER, PRINCIPAL LAWYER**

As the Principal Lawyer at Olivetree Legal, Rohani is well placed to assist with questions about Wills, Trusts, and Estates. Rohani supports people to make informed decisions about succession strategies, whether in the planning or administration phase, or in the process of estate litigation. She has practiced exclusively in estate planning, estate administration and estate litigation since 2006, working with City, Suburban and Peninsula-based firms. She has extensive experience with the creation of bespoke solutions for complex family concerns, including planning for vulnerable beneficiaries, blended families and private businesses.



### **SHARLENE HARVEY, PROBATE CLERK**

Sharlene Harvey has accumulated four decades of experience in the legal industry. Specialising in the area of deceased estates, she brings a wealth of knowledge and expertise to her role as a Probate Clerk. Outside of work, Sharlene can be found either lost in the world of photography or putting on her ballet shoes and dancing – an activity she’s enjoyed since she was first introduced at the early age of four.



### **HILARY MAHONEY, OFFICE MANAGER / PROBATE CLERK**

After 12 years in school administration, Hilary repurposed her strong organisational skills for the benefit of Olivetree Legal’s Probate team. Outside of work, Hilary is likely to be found near a netball court, working on her novel or in summer months enjoying the beaches of Merimbula.