

Administration of Estates

Legal terms in plain English

Ademption	A gift in a Will failing as the item no longer exists (e.g a gift of a car which has been sold prior to death)
Administration of Estate	Finalising a deceased person's affairs
Administrator	The person dealing with the administration (personal representative)
Administratrix	A female administrator
Bankruptcy search	Search of records to ensure a beneficiary is not bankrupt
CGT	Capital Gains Tax
Contingent Gift	A gift reliant on another event happening (e.g. a child reaching a particular age)
CTO	Capital Taxes Office (former name of the Inheritance Tax Office)
Codicil	A document amending the terms of a person's Will
Deed of Variation	It is possible to change the terms of a person's Will by deed after they have died
EPA	Enduring Power of Attorney. Document giving authority to an attorney. The power ends on death. It is no longer possible to make a new EPA.
Estate Account	The account drawn up at the end of the administration showing the financial dealings
Executor	A person appointed by the Will to administer the estate
Executrix	A Female executor
Grant of Probate	See grant of representation
Grant of Representation	The document obtained from the Probate Registry showing the personal representative's entitlement to deal with the assets within the estate. It is termed either: <ul style="list-style-type: none"> ▪ Grant of Probate, when a Will has been left; or ▪ Letters of administration, when there is no Will
HMRC	Her Majesty's Revenue and Customs
IHT	Inheritance Tax
ITO	Inheritance Tax office
I (PFD) A	Inheritance (Provisions for Family and Dependants) Act 1975

IRA	Inland Revenue account sent to the ITO. accounting for IHT
In Specie (Latin)	A particular item in an estate received instead of cash by a beneficiary, usually at their request
Intestate	A person dying without having made a Will
Intestacy	Administration of the estate of an intestate
Land Registry	Most land is now recorded on a register at the Land Registry
Lapse	A gift in a Will failing as the beneficiary died prior to the person leaving the gift
LPA	Lasting Power of Attorney. Gives an attorney power to deal with assets. The power ends on death.
Legacy	A gift in a Will
Letters of Administration	See grant of representation
Oath	A sworn statement (e.g. on the bible). The person swears to the facts in the document
PR(s)	Personal representative(s)
Pecuniary Legacy	Cash gift in a Will
Probate, Grant of	See grant of representation
Probate Court fee	The fee payable to the Probate Registry when applying for the grant of representation.
Probate Registry	The Court which deals with the applications for a grant of representation
Residuary Beneficiary	A person entitled to (or to a share in) the residue of the estate
Residue	The estate remaining after the payment of debts, tax, funeral and testamentary expenses
Scrip Dividend	Dividends received as extra shares instead of cash
Share Certificate	Document of title showing a person's investment in a company
Specific Legacy	A Gift in a Will of a particular item
Statutory Advertisements	Please see Factsheet "claims against a deceased person's estate"
Stock/Crest transfer form	A document required to transfer or sell shares
Testator	A person who makes a Will
Will	A document that states a person's wishes in the event of their death