TRUSTS · SETTING ONE UP NOW

Lifetime trust

For putting cash, investments, a life policy or a property into a trust now, while you are alive. Section 02 is the one Aaron reads first.

HOW THIS WORKS

01 Fill in section 01
Who you are and what you can send. If you have the deed, send it and leave most of the rest.

02 Send it back
Save the file and email it to aaron@safeharbour.legal.

03 Aaron reads the papers
He works out what this is, what has to be done and by when, and puts it in writing.

04 A fee in writing
Agreed before any work starts.

WHO AARON ACTS FOR

You, as the person setting the trust up. Not the trustees and not the beneficiaries, and Aaron will say so in writing before he starts.

WHAT IT COSTS

Lifetime trust 4 TO 6 WEEKS	**£1,500** + VAT, so £1,800
Lifetime trust including a property 6 TO 8 WEEKS	from **£2,000** + VAT, so £2,400
Inheritance tax check and will structure	**£450** + VAT, so £540

Registering the new trust with HMRC is included in the fee above. Keeping it in order each year is a separate item and nobody has to take it. Every figure is plus VAT at 20 per cent, and the figure with VAT is beside it. Fees reviewed 14 September 2026. What the fee covers, what it does not and anything paid to somebody else are set out on the closing page, and the fee for your own matter is confirmed in writing before any work starts.

Registering it

A new trust is registered with HMRC within 90 days of being made. That is the trustees' own duty, and it is included in the fee above.

SEND IT BACK TO

aaron@safeharbour.legal

01262 310 850 · safeharbour.legal

Answer section 01 and send it. That is enough for Aaron to open the file, confirm the fee and book the appointment. A blank is an answer: it tells him what to ask you about.

IF AN ADVISER SENT YOU THIS

No referral fee is paid or received in either direction.

Adviser name	Firm	Email	FCA or firm reference

01

Start here

NEEDED TO START
ABOUT 5 MIN

If you fill in nothing else, fill in this. It is enough for Aaron to open the file, confirm the fee and book the appointment.

Full name

As it appears on your passport or driving licence

Date of birth

DD / MM / YYYY

Address, with postcode

Phone

Email

Best days or times to reach you

How would you like Aaron to reply?

☐ Email ☐ Phone ☐ Post

In your own words, what do you want this trust to do, and for whom?

Write it the way you would say it out loud. Aaron would rather have four honest sentences here than a full form everywhere else.

What are you hoping it will do? Tick anything that is part of it.

- Make a gift now, out of my estate
- Look after someone who cannot manage money
- Keep a property in the family
- Reduce what would be paid for care
- Hold money for a child or grandchild
- Hold a life policy
- Keep money out of a divorce or a bankruptcy
- Not sure yet

Roughly what do you want to put in?

A round number is fine.

Roughly what is everything you own worth, before debts?

It tells Aaron whether any tax charge arises at all.

Is a property going in? ☐ Yes ☐ No
A property going in is priced as the trust with a property, and that figure on page one is a starting fee.

Are you setting it up together with a spouse, a civil partner or a partner? ☐ Yes ☐ No

Will you need this money, or income from it, at any point? ☐ Yes ☐ No
Say yes if there is any chance of it. It changes whether this is worth doing.

When would you like it in place by, and why then

A date or an event. A house sale, a birthday, a diagnosis. Write no hurry if there is none.

Anything that would make this easier

Someone else Aaron can contact if he cannot reach you, and their number

Anything that would make it easier to deal with Aaron

Hearing, sight, reading, a language, a time of day, or someone you would like with you.

That is section 01 finished

Your name	Signature	Date
		DD / MM / YYYY

Send it now to aaron@safeharbour.legal if that is as far as you have got today. It is a complete thing to send. The rest of the form is what Aaron goes through with you, and you can send it later or bring it with you.

02 Care fees, if that is part of why you are here

NEEDED TO START
ABOUT 2 MIN

A short section, asked plainly, because it is the commonest reason people ask about a trust and the commonest reason a trust is the wrong answer.

If somebody has told you that a trust keeps a home away from care fees, say so here. It is a common reason and Aaron needs to know it. He will go through at the meeting what is right in it and what is not, and he will tell you before the bill rather than after it. He will not set up a trust whose only purpose is to put a home beyond a council's reach.

Has anyone told you a trust will keep your home away from care fees? ☐ Yes ☐ No
Say who told you, below.

Are you, or is your partner, receiving care now or being assessed for it? ☐ Yes ☐ No

Do you have debts you are behind with, a business under strain, or a claim against you? ☐ Yes ☐ No
Aaron has to ask before anything is given away.

If yes to any of those, the detail

03 What is going in

ONLY IF IT APPLIES
ABOUT 4 MIN

What you want to put in, roughly what it is worth, and where it came from.

WHAT IT IS	ROUGHLY WHAT IT IS WORTH	WHO OWNS IT NOW	ANY MORTGAGE OR LOAN ON IT
EG 31 Marton Road, Bridlington	about 240,000	me and my wife	none

WHAT IT IS	ROUGHLY WHAT IT IS WORTH	WHO OWNS IT NOW	ANY MORTGAGE OR LOAN ON IT

More than this? There is a continuation sheet at the back, headed C. Write the section number beside each line.

Is there a mortgage or any loan secured on it? ☐ Yes ☐ No
Aaron writes to the lender before anything is signed.

Would you, or your partner, go on living in or using anything that goes in? ☐ Yes ☐ No
It changes the tax position completely, so Aaron asks it early.

Is a life policy going in? ☐ Yes ☐ No
Say whether it is already written in trust.

Where the money or the property came from

Aaron records this before a trust is set up. Plainly: the sale of a house, an inheritance, savings out of earnings, a business sale, a pension lump sum.

And how the wealth behind it was built up

One or two sentences. Forty years in the same trade, a farm that came down the family, a company sold in 2019.

04 Trustees and beneficiaries

Who will hold what goes in, and who can benefit from it.

ONLY IF IT APPLIES
ABOUT 5 MIN

The trustees

FULL NAME	ADDRESS, WITH POSTCODE	RELATIONSHIP TO YOU	PHONE OR EMAIL

More than this? There is a continuation sheet at the back, headed C. Write the section number beside each line.

Will you be a trustee yourself? ☐ Yes ☐ No
You can be. Being a trustee is a different thing from being able to benefit.

Has everyone named agreed to act? ☐ Yes ☐ No

Would you like Aaron named as a trustee as well? ☐ Yes ☐ No
He will say at the meeting whether it is needed and what it costs.

The beneficiaries

FULL NAME	DATE OF BIRTH	RELATIONSHIP TO YOU	WHAT YOU HAVE IN MIND FOR THEM

More than this? There is a continuation sheet at the back, headed C. Write the section number beside each line.

Could you, or your husband, wife or civil partner, ever benefit? ☐ Yes ☐ No
It changes the tax treatment of the whole trust, so Aaron asks twice.

Is any beneficiary under 18? ☐ Yes ☐ No

Does any beneficiary have a disability, or receive means-tested benefits? ☐ Yes ☐ No
It changes which kind of trust Aaron drafts.

Is any beneficiary divorcing, or in financial trouble? ☐ Yes ☐ No

05 The shape of it, and what you give up

Which kind of trust fits, and the part people most often regret.

ONLY IF IT APPLIES
ABOUT 3 MIN

Which is closest to what you have in mind?

- ☐ The trustees decide who gets what, and when
- ☐ One person has the income or the use of it for life
- ☐ One person owns it outright at 18
- ☐ Not sure. Aaron to advise.

You do not have to pick one now. Aaron goes through what each costs in tax, in control and in running it.

What you give up is the part people most often regret, so Aaron asks about it twice and goes through it at the meeting before anything is signed.

Do you want to be able to take the trust apart later and have it back? ☐ Yes ☐ No

Would you like a private letter of wishes alongside the trust? ☐ Yes ☐ No
A letter to the trustees, which can be changed later without changing the trust.

At what age should a child be able to have their share?

A number, or leave it to the trustees.

Is there a date or an event when the trust should end?

What would you like the trust to be called?

Often the family name.

What would you like the trustees to know?

Who you would put first and when, and what you would not want done. Write nothing you would not want the beneficiaries to read one day.

06 Gifts, tax and what else is in place

What Aaron needs to work the charge out, and what else you already have.

ONLY IF IT APPLIES
ABOUT 3 MIN

Have you put anything into a trust in the last seven years? ☐ Yes ☐ No

Have you made any substantial gifts in the last seven years? ☐ Yes ☐ No
Anything beyond birthday and Christmas presents.

Have you been told anything going in qualifies for business or farm relief? ☐ Yes ☐ No

Do you have a will? ☐ Yes ☐ No
A new trust usually means the will wants looking at in the same breath.

Do you have lasting powers of attorney? ☐ Yes ☐ No

Is anyone putting pressure on you to set this up? ☐ Yes ☐ No
Aaron asks this of everyone.

Gifts and earlier trusts in the last seven years

Anything beyond ordinary presents. Aaron needs every one of them to work out the charge, so it matters here more than on any other form.

DATE	WHO RECEIVED IT	WHAT IT WAS	ROUGHLY HOW MUCH
EG June 2021	my daughter Kate	house deposit	15,000

More than this? There is a continuation sheet at the back, headed C. Write the section number beside each line.

Anything else about those

Who is paying the fee

If it is not you, Aaron checks their identity as well.

Your accountant or tax adviser, if you have one

Anything else Aaron should know

Including who helped you fill this in, and which parts.

07

Before you send it

What happens to your answers, what to bring, and where to sign.

NEEDED TO START

ABOUT 2 MIN

What Aaron will need to see, at or before the appointment

- Photo ID, and something with your address dated in the last three months
- Deeds or a recent mortgage statement for any property going in
- The policy schedule for any life policy going in
- A recent statement for any account or investment going in
- Your current will and any power of attorney
- The deed of any trust you are already part of
- A note of gifts over the last seven years

Tick what you already have. Nothing has to be sent with this form, and nothing missing here delays the work.

What the fee covers

Taken from the schedule on page one. The fee for your own matter is confirmed in writing before any work starts.

WHAT THE FEE COVERS
Advice on the right trust, the trust deed, a letter of wishes, trustee guidance, the inheritance tax note on the gift, and registration with HMRC.

NOT INCLUDED
A property going into the trust is the property item; ongoing administration is a separate yearly item.

PAID TO SOMEBODY ELSE
HMRC Trust Registration Service, no charge (No HMRC fee to register a trust). Land Registry official copies, £7 (per document, HM Land Registry, no VAT). Land Registry restriction fee, at cost (At cost, where a restriction is registered).

ONBOARDING AND IDENTITY CHECKS
£20 plus VAT, once, for the matter, and an identity check of £6.25 plus VAT for each person. Both are confirmed in writing before any work starts.

Two things to agree

- Tell the adviser named on page one when the matter opens, with the agreed fee, and again when it is signed.
- Ordinary email is fine for documents about my matter, and I have read the warning about money below.

Where the originals go

Where you would like the signed originals kept

With Aaron, with you, or somewhere else.

Who else should know where they are

A name and a phone number is enough.

Did anyone help you fill this in, and which parts?

Their name and how they are related to you. Write none if you did it yourself.

Signed

Type your name, or print this page and sign it by hand.

You, full name	Signature	Date
		DD / MM / YYYY

Your information
MDLS Solicitors Limited is the controller for the information on this form. It is used to advise you and to carry out your instructions, and is kept as long as the file and the professional record require. It is not sold, and it is not shared outside the firm without your consent except where the law requires it. The data protection officer is Matthew Dowell, md@legalstudio.co.uk. The firm is registered with the Information Commissioner under ZA057790, and you can complain to the Commissioner at ico.org.uk.

If something goes wrong
If something goes wrong, say so. Tell Aaron first, on 01262 310 850 or at aaron@safeharbour.legal. If that does not settle it, write to Ian McCann, Solicitor and Chief Executive, at ijm@legalstudio.co.uk or on 0113 247 3800. You will have an acknowledgement within five working days and an answer within eight weeks. After that, or if eight weeks pass, you can take the complaint to the Legal Ombudsman at enquiries@legalombudsman.org.uk, on 0300 555 0333, or at PO Box 6167, Slough, SL1 0EH, within six months of the firm's final answer and within one year of the problem. The Solicitors Regulation Authority deals separately with conduct, at sra.org.uk.

Money
Safe Harbour's bank details do not change during a matter, and Aaron will never email to say they have. If you get any message asking you to send money somewhere new, telephone 01262 310 850 before you send anything.

C

More room, if you need it

ONLY IF IT APPLIES

Spare ruled lines for anything that did not fit in a list earlier in the form. Most people never use this page.

Your name

Date

DD / MM / YYYY

Write the section number and the name of the list on the left, then the answer on the right, in the same order as the columns on that list. One line for each thing.

SECTION AND LIST	YOUR ANSWER, IN THE SAME ORDER AS THAT LIST'S COLUMNS
EG 05 Pensions	Aviva, old works pension, about 12,000, my wife

If you have printed the form, print this page again for as many lines as you need. If you are typing and you run out of lines, put the rest in the body of the email. Nothing is lost that way.

A

At the meeting

FOR THE FIRM

Completed by Aaron, not by the client.

Instructions and what was said, in the client's own words, with their reasons

The note that answers, years later, what was said and what was understood.

Date	From and to	Where	Everyone present
DD / MM / YYYY		Office, home, telephone, video	

Client seen on their own for part of the meeting	☐ Yes	☐ No
Instructions given by the client, not through anyone who benefits	☐ Yes	☐ No
Identity verified, evidence on the file	☐ Yes	☐ No
Conflict check run and clear	☐ Yes	☐ No
Source of funds and of wealth understood and recorded where relevant	☐ Yes	☐ No
Client care letter and terms of business sent	☐ Yes	☐ No

ID: what was seen. Type and expiry only, no numbers on this sheet	How checked	File reference
	Original, certified copy, electronic	

Understood, in their own words. What was observed, not a conclusion

- What they were making, and its effect
- Who might expect to benefit
- Medical opinion sought
- What they owned, broadly
- No disorder affecting the decision
- Not needed, reason in the note above

Scope	Fee agreed, plus VAT	Matter reference	Signed and dated

WHAT HAPPENS NEXT	WHO	BY WHEN

B

For the adviser who sent this

NOT PART OF THE FORM

For the financial adviser, accountant or broker who passed this on. Nothing on this page is part of the form.

What happens to a referral

Aaron reads the form before he meets the client, confirms the fee in writing, and does the work. No referral fee is paid or received in either direction, and the client is charged the same as anyone else. If the client has ticked the box on page one, you are told twice: when the matter opens, with the agreed fee and the expected date, and again when the documents are signed. Nothing else is sent to you, and your own details are used for those two messages and nothing else. They are not added to any list and are not passed on.

What Safe Harbour does not do

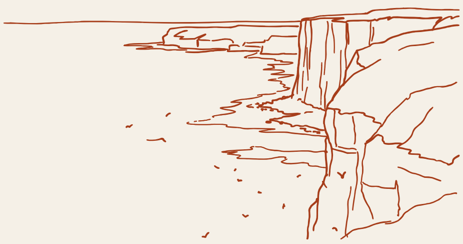
01 No investment advice, no products, no commission, and no financial promotions.
02 No approach to your client about anything you have not asked for.
03 No fee for the referral, in either direction.
04 Nothing signed without Aaron speaking to the client, on their own for part of it.

Data protection, when you forward a form

If your client returns the form themselves, MDLS Solicitors Limited is the controller from the moment it arrives and you never hold their answers. If you forward a completed form, you are processing your own client's information under your own registration and Aaron becomes a separate controller when he receives it. The cleaner route is to send the blank form and let the client return it.

Getting hold of Aaron

Aaron Johnson, Solicitor of the Senior Courts of England and Wales, TEP. Telephone 01262 310 850, or aaron@safeharbour.legal. Regulated through Legal Studio, with the professional indemnity insurance and the complaints route that brings; the complaints route is printed in full on the client's own closing page. Check the register at sra.org.uk under SRA ID 598793.



Bempton Cliffs
Drawn from a photograph by JD554, CC BY-SA 3.0