

Osnaburgh Estate Partners

Estate administration support for Private Client solicitors.

All your estates.

Identified. Secured. Managed. Cleared.

One instruction. Off your desk. Onto ours.

We handle estate
properties so you
can practise law.



A warm welcome

My wife Sarah is a Private Client solicitor.

For years our daughter and I watched her lose evenings and weekends to work that consumed her time but didn't require her expertise:

- chasing unreliable contractors,
- worrying about vacant properties,
- coordinating clearances,
- sorting through post.

She wasn't practising law. She was project managing, travelling, and administrating.

I built Osnaburgh Estate Partners to take that burden away from Private Client solicitors so they can focus on what they do best: practising law.

You instruct us once. We handle the property, the chattels, the correspondence, the documentation, and deliver evidence packs ready for your file.

You get your time back for the work that actually needs a solicitor.

We'd welcome the opportunity to support you and your practice. Tell me how we can help.



Mohammed Ali

Executive Partner, Osnaburgh Estate Partners

m.ali@osnaburgh.com / 07440 581 872

You trained to advise clients, not to chase contractors, coordinate clearances, or worry about what's happening at a vacant property.

We handle estate properties so you can practise law.

One instruction. Off your desk.
Onto ours.

Complete accountability.



Legal Practice Partnership Model

Your practice. Our execution. No surprises.

One instruction. Off your desk. Onto ours. We deliver.
Outputs ready for your file.

We keep you informed, seek approval at key decisions, and deliver documentation ready for your file. You remain in authority. You get your time back.

We tailor to your processes and preferences, handling everything for you. Our five-step engagement keeps you in control and informed.

- 1. Instruction** You confirm scope and any sensitivities. We agree the workstream and pricing.
- 2. First Attendance** We attend, assess, secure, and photograph. You receive the Property Condition & Risk Report within a week.
- 3. Approval Gates** We proceed only when authorised. Major decisions (storage arrangements, disposal routes, release to beneficiaries) require your written approval.
- 4. Ongoing Delivery** We monitor, inspect, manage chattels and correspondence. Progress updates weekly or as issues arise.
- 5. Close-Out** Final evidence pack delivered. Keys accounted for. Documentation complete and file-ready.

Our Service standards

As an Osnaburgh Estate Partners client, there are standards you will always expect of us.

Single accountable Practice Lead

One professional owns your instruction from start to finish. Trained in our standards, empowered to solve problems. Your point of contact throughout.

Evidence-first operations

Timestamped photography with consistent methodology. Key control and access logging designed for auditability. Body-worn cameras available for high-risk attendances, operated under strict policy with appropriate notice.

Professional conduct

Smart presentation from the first attendance. Uniformed operatives: courteous, discreet, punctual. Families encounter people who reflect well on you.

Communication

Regular updates. Immediate escalation. No chasing required.

Properly insured and licensed

We have the credentials appropriate to our operations, including Upper Tier Waste Carrier and Public Liability insurance. Specialist work undertaken only where properly insured and competent, otherwise delivered through vetted accredited partners.

Why Osnaburgh?

Built for solicitors We understand the work. We understand the pressure. And we're here to help carry it.

Fixed pricing No surprises. No hourly creep. You know the cost before you instruct.

One point of contact Your Practice Lead owns the instruction from start to finish, no more chasing.

You stay in control Nothing happens without your approval. Approval gates at every major decision.

Complete estate property management from first instruction to clearance decision. Fixed-price. File-ready. Thorough by design.

Secure: We attend within days. Property assessed, stabilised, documented.

Monitor: Fortnightly inspections. Insurer-ready evidence. Issues caught early.

Identify & Manage: Assets and creditors discovered. Every item inventoried. Every letter opened. Organised packs delivered.

Every service is underpinned by a rigorous, documented methodology. This page outlines the essentials.

Secure: Property Assessment *First attendance. Control established. Risks identified.*

The property, usually the most valuable asset, is secured and fully documented.

You know its condition and risks.

- We typically attend within 3-5 working days of instruction.
- Property assessed and documented: room-by-room photography, video walkthrough, full condition record
- Security stabilised, keys logged, meters read
- Utilities turned off where appropriate, meter readings documented
- Hazards, safes, regulated items, pets, plants identified and flagged

Within a week you receive: Property Condition & Risk Report, Access & Key Control Log, Recommendations Summary

Monitor: Vacancy Compliance *Ongoing protection. Documented diligence. Insurer-ready evidence.*

We're your eyes and ears at the property.

- Fortnightly inspections as standard, or aligned to insurer requirements
- Security, condition, and seasonal risks checked every visit
- Issues escalated immediately, photographic record maintained throughout
- New post collected to prevent build-up, reviewed for anything requiring attention
- Full documentation for insurers
- Three months vacancy monitoring included. Renewable quarterly as needed.

You receive: Vacancy Compliance Schedule, Inspection Reports, Photographic Log

Identify & Manage: Chattels & Correspondence

Assets and creditors discovered. Every item. Every letter. Dealt with, documented, protected, delivered.

Chattels: *Full picture of what's in the property.*

Contents sized up, valued or flagged, documents secured. Nothing released without your authority.

- Every room photographed and inventoried
- High-value and sensitive items identified, segregated, secured
- Valuables documented and delivered directly to you
- Important documents secured: deeds, legal papers, identity documents, financial records
- Vehicles documented: registration, condition, MOT status, key location
- Beneficiary release on your written instruction only, fully documented for your file

You receive: Photographic Inventory, Document Schedule, Vehicle Record, Chain of Custody Record, Release Receipts

Correspondence: *Assets and creditors discovered.*

Thorough search undertaken. Time-sensitive items flagged immediately.

- Every item opened, reviewed, categorised
- Assets identified through correspondence and organised by institution
- Creditors identified through correspondence and organised by urgency
- Junk mail disposed of, responsibly.
- Complete letter pack organised and delivered to you, with full digital backup

You receive: Full Asset Correspondence Pack, Full Creditor Correspondence Pack, Action Items Summary

The Osnaburgh READY Service

Clearance and Sale Readiness Service

From occupied to market-ready. Professionally, and with peace of mind.

When clearance is required, we provide a tailored quote based on our **PRIMED** assessment findings.

- Complete clearance (all rooms, loft, garage, outbuildings)
- Deep cleaning to agreed standard
- External areas: garden clearance, basic presentation
- Pest control coordinated through accredited providers where required
- Waste streams managed responsibly with documented disposal
- Final walk-through and handover pack

Delivered to you:

- Before/After Completion Report (photographs, scope summary, completion statement)
- Waste & Disposal Documentation
- Sale Readiness Summary (condition statement for agent handover or client update)

Quoted following PRIMED initial assessment, with full breakdown for executor consideration.



Summary of services

Once the property is PRIMED, we make it READY.

A simple two step service gives you control.

Service	Scope	Pricing
PRIMED	Securing, monitoring, contents, correspondence	Fixed by property tier
READY	Clearance, cleaning, sale preparation	Quoted on assessment

Key contact for next steps

Mohammed Ali, Executive Partner
 Mohammed's Email: m.ali@osnaburgh.com

Office Email: ep@osnaburgh.com
 Telephone: 07440 581 872

Web: www.OsnaburghEP.com

Osnaburgh Limited 71-75 Shelton Street, London, WC2H 9JQ
 Company number: 16759467

Thank you for your time and consideration.
 I hope you will trust us with your business.