Estate Administration
Information Checklist

General Information:

- ☐ Certified Copy of Death Certificate;
- ☐ Funeral Bill marked "paid" by the Funeral Home;
- ☐ Original Last Will & Testament (and other Estate Planning Documents such as Trusts);
- ☐ Bills for any other funeral related expenses (e.g., cost of service, burial plot, flowers, reception expenses, etc.);
- ☐ Bills for the Decedent's expenses paid after death (e.g., medical bills, utilities, credit card purchases, etc.); and
- ☐ Documentation of monies received after death (e.g., refund checks, etc.).

Personal Holdings:

- ☐ Deeds for all real estate owned at the time of death (including vacation homes, time share or out of state property);
- ☐ Title or registration for automobiles, boats or trailers (owned in whole or in part);
- ☐ Documentation related to any "dockominiums," storage facilities or other similar property;
- ☐ Receipts of purchase (or insurance value) for unique personal items of significant value (valuable jewelry, art, collections, etc.); and
- ☐ Approximate value of household furnishings and personal effects (this is only a very general estimate).

Cash and Securities:

- ☐ Bank statements covering date of death;
- ☐ Brokerage or retirement account statements covering date of death; and
- ☐ Documents related to any stocks or bonds *not* held in brokerage accounts.

Other Financial Assets & Liabilities:

- ☐ Life insurance policies or annuity contracts;
- ☐ Statements reflecting any mortgages or equity line(s) of credit;
- ☐ Information related to other debts or promissory notes;
- ☐ Pension Statement if benefits continue for additional beneficiary; and
- ☐ Information related to partnerships or business interests.

Tax Information:

- ☐ Most recent Federal income tax return filed.