

DOCUMENTATION CHECKLIST

Carefully review all of the decedent's personal records to ensure that you have gathered as many documents relating to estate assets and liabilities as possible. Review the list of common estate assets and common estate liabilities. Gather and file any outstanding documents related to assets or liabilities.

Funeral/Cemetery

- ☐ Funeral prearrangement contract
- ☐ Death Certificate
- ☐ Funeral home invoice
- ☐ Mausoleum or columbarium niche documentation
- ☐ Cemetery arrangements certificate, title or deed
- ☐ Monument order

Legal/Probate

- ☐ Last Will and Testament
- ☐ Memorandums and Directives
- ☐ Trusts
- ☐ Application for probate of Will and issuance of "letters"
- ☐ Application for Letters of Administration
- ☐ Appointment of resident agent (for out-of-state executor only)
- ☐ Proof by subscribing witness (only necessary if the Will is not self-proving)
- ☐ Oath
- ☐ Order admitting Will to probate and authorizing letters testamentary
- ☐ Inventory, Appraisal and List of Claims
- ☐ Order Approving Inventory and Appraisal
- ☐ File Affidavit regarding Debts and Taxes
- ☐ Any other miscellaneous probate forms

Other Legal

- ☐ Powers of Attorney
- ☐ Birth/Adoption Certificates (deceased and minor beneficiaries)
- ☐ Immigration and citizenship documents
- ☐ Prenuptial agreement and/or marriage contract
- ☐ Marriage license
- ☐ Declaration of Common-law Union
- ☐ Separation agreement Divorce papers (including property settlement agreements)
- ☐ Child support documents
- ☐ Articles of incorporation
- ☐ Shareholders' Agreement
- ☐ Partnership Agreement
- ☐ Franchise Agreement
- ☐ Veteran's discharge certificate

Government/Benefits

- ☐ Social Security Card
- ☐ Passport
- ☐ Health card
- ☐ Driver's License
- ☐ Permanent Resident Card
- ☐ Firearms license/permits
- ☐ Vehicle operator licenses or permits

Employment/Pension

- ☐ Military service records (branch, dates of service, discharge or separation papers)
- ☐ Employment Agreement or contract
- ☐ Group Benefits Coverage
- ☐ Pension statement(s)
- ☐ Special Benefits statements

Real Estate

- ☐ Titles and deeds
- ☐ Property tax statements
- ☐ Property lease agreements
- ☐ Time share contracts

Vehicles

- ☐ Vehicle ownership & registration
- ☐ Vehicle leases

Banking/Financial

- ☐ Safe deposit box key
- ☐ Bank statements, check books, registers, bank cards
- ☐ Credit card(s) statements
- ☐ Notices to creditors
- ☐ Mortgage statements
- ☐ Reverse mortgage statements
- ☐ Line of credit statement
- ☐ Publishers Affidavit
- ☐ Loan agreements
- ☐ Stock and bond certificates
- ☐ Receipts/stubs for disbursements/revenues received

Insurance

- ☐ Insurance contracts (home, life, auto, association)
- ☐ Policy statements
- ☐ Payment records
- ☐ Annuity statements

Investments

- ☐ Investment statements, certificates, policies
- ☐ Retirement Accounts (IRAs, 401(k)s, etc.)
- ☐ Dividend or interest income
- ☐ Annuity statements
- ☐ Stock and bond certificates

Accounting/Taxes

- ☐ Tax returns & Notices of Assessment (current & 3 prior years)
- ☐ Tax shelter documentation

Correspondence

- ☐ Copies of form letters
- ☐ Cancellations
- ☐ Forwarded mail
- ☐ Notifications
- ☐ Processed envelopes (until you have recorded addresses in the Contact Directory)
- ☐ Other communication documents