

EXECUTOR/ADMINISTRATOR CHECKLIST

I. IMMEDIATE MATTERS

1. NOTIFICATIONS - *notify of death and cancel any mailings or appointments for:*

- Landlord Neighbors Homeowners Association Physicians
- Employer School Civic Organizations Dentist
- Church (*check for unmet pledges – Executor's option to fulfill them or not*)

Check Decedent's calendar and address book for additional persons or organizations.

2. PETS - *make care arrangements, after checking with veterinarian*

- _____ _____

3. VEHICLES – (including boats and trailers) *Secure keys and arrange for proper storage:*

- Vehicle _____ Vehicle _____
- Vehicle _____ Vehicle _____

4. HOME MAINTENANCE

A. Security:

- Retrieve all keys and/or re-key
- Retrieve all garage door openers
- Confirm doors and windows are properly locked
- Confirm alarm system is properly set and working
- Notify alarm company of change in contact numbers for system alerts
- Confirm home safe is intact and properly set
- Confirm outside lights are properly set
- Possibly replace any gate locks

B. Heating/Cooling Systems:

- Check thermostat setting for appropriate temperature and humidity
- Confirm HVAC filters are clean and units are properly working
- Close vents in unused rooms

C. Lawn care:

- Continue or discontinue lawn service
- Check sprinkler system and outside faucets
- Put timer on hoses if there is no sprinkler system
- Check for dead or overhanging limbs
- Arrange for bulk trash or brush pick-up per city and/or HOA instructions, if needed

D. Appliances:

- Unplug or turn off unused appliances
- Check any preset timers (e.g. lamps, coffee pot, alarm clock)
- Check for frayed cords or fire hazards

5. UTILITIES - *turn off or adjust settings for:*

- Electric Gas Water Sewer/Septic

6. COMMUNICATIONS / MEDIA

- Mail – forward or place on hold
- Subscriptions – cancel and request refunds for pre-paid costs for newspapers, magazines, book clubs, etc.
- Remove name from mailing lists:
<http://www.dmachoice.org> <http://www.privacyrights.org>

7. MEDICATIONS

- Safely dispose of unused prescription medications
- Notify pharmacy to cancel automatic refills

8. ITEMS ON LOAN/RENTAL - *return to owner and request return of any deposit:*

- Medical equipment (e.g. walker, toilet chair, etc.)
- Household equipment (e.g. water filter, rug cleaner, etc.)
- Library books
- DVDs, audio books, etc.
- Other: _____

9. DELIVERIES - *cancel scheduled deliveries and request refunds for any pre-paid costs:*

- Groceries Bottled water Pharmacy Other

10. PICKUPS - *cancel pickup and request refund for any pre-paid costs:*

- Trash/recycling Dry cleaners/laundry

11. MEMBERSHIPS - *cancel and request refund of pre-paid dues or deposits:*

- A. Fitness center Country Club Alumni organization
- Political party Other: _____

12. FUTURE EVENTS AND ACTIVITIES - *cancel reservation and request refund of pre-paid costs*

- Sporting events Musical/theater performances
- Travel plans Conferences/reunions
- Lessons Other: _____

Check Decedent's calendar and account statements for additional events and activities

13. MISCELLANEOUS

- _____
- _____
- _____
- _____
- _____
- _____

II. MATTERS AFFECTING THE ESTATE BEFORE PROBATE

1. DECEDENT'S PERSONAL BELONGINGS - locate and secure:

- Wallet, Purse, Briefcase (*check for cash, debit/charge cards, checkbook and Social Security Card*)
- Cell phone Computer Digital devices
- Calendar, agenda, etc. Jewelry Collectibles (e.g. art, coins, guns, etc.)

2. DECEDENT'S RECORDS AND PAPERS

A. Locations to search:

- House (desk, file cabinet, closet, garage, other)
- Office Storage Unit Safety Deposit Box

B. Items to locate:

- Income tax returns
- Real property deeds, purchase documents and tax statements
- Account agreements and statements
- Loan documents
- Titles and purchase records (vehicles, boats, trailers, mobile home, motorcycle)
- Lease agreements
- Insurance records (life, health, property, automobile)
- Stock certificates
- Bonds
- Annuity contracts
- Governmental benefits statements (Social Security, Medicare, etc.)
- Pension records
- Military records
- Passport
- Legal records (lawsuits, divorce, adoption, etc.)
- Employment Records
- Other: _____

3. DECEDENT'S DATA STORAGE - search these to locate and identify Decedent's assets and obligations:

- Files/papers
- Computer
- Digital device
- Calendar/agenda
- Account records
- Voice mail
- Safe/deposit box

III. DECEDENT'S FINANCIAL ASSETS

1. **BANK ACCOUNTS** - notify institution of death and request records; locate Decedent's account register. For each account complete the information below and perform the listed tasks:

A. INSTITUTION: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Account No.: _____ Savings or Checking
Payable on death to : _____
Date of Death balance (principal): _____ Accrued interest : _____
Notes: _____

Signature Card Print-out of accounts (depository and loans)
 Account Statements (last six months) Confirm auto deposits/withdrawals
COMPLETED: Funds transferred into Estate Account

B. INSTITUTION: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Account No.: _____ Savings or Checking
Payable on death to : _____
Date of Death balance (principal): _____ Accrued interest : _____
Notes: _____

Signature Card Print-out of accounts (depository and loans)
 Account Statements (last six months) Confirm auto deposits/withdrawals
COMPLETED: Funds transferred into Estate Account

C. INSTITUTION: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Account No.: _____ Savings or Checking
Payable on death to : _____
Date of Death balance (principal): _____ Accrued interest : _____
Notes: _____

Signature Card Print-out of accounts (depository and loans)
 Account Statements (last six months) Confirm auto deposits/withdrawals
COMPLETED: Funds transferred into Estate Account

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ICHAEL J. KANE
ATTORNEY AND COUNSELOR

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CHECKED

2. BROKERAGE ACCOUNTS – Notify institution of death and obtain records:

A. COMPANY: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Account No.: _____ Payable on death to : _____
Date of Death balance (principal): _____ Accrued interest : _____
Notes: _____

- Signature Card Print-out of accounts (depository and loans)
 Account Statements (last six months) Confirm auto deposits/withdrawals
COMPLETED: Funds transferred into Estate Account

B. COMPANY: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Account No.: _____ Payable on death to : _____
Date of Death balance (principal): _____ Accrued interest : _____
Notes: _____

- Signature Card Print-out of accounts (depository and loans)
 Account Statements (last six months) Confirm auto deposits/withdrawals
COMPLETED: Funds transferred into Estate Account

C. COMPANY: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Account No.: _____ Payable on death to : _____
Date of Death balance (principal): _____ Accrued interest : _____
Notes: _____

- Signature Card Print-out of accounts (depository and loans)
 Account Statements (last six months) Confirm auto deposits/withdrawals
COMPLETED: Funds transferred into Estate Account

3. ANNUITY & LIFE INSURANCE CONTRACTS – Notify institution of death and request claim forms:

A. COMPANY: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Policy No.: _____ Payable on death to : _____
Death benefit: _____
Notes: _____

- COMPLETED: Funds transferred into Estate Account (if applicable)

B. COMPANY: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Policy No.: _____ Payable on death to : _____
Death benefit: _____
Notes: _____
COMPLETED: Funds transferred into Estate Account (if applicable)

C. COMPANY: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Policy No.: _____ Payable on death to : _____
Death benefit: _____
Notes: _____
COMPLETED: Funds transferred into Estate Account (if applicable)

D. COMPANY: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Policy No.: _____ Payable on death to : _____
Death benefit: _____
Notes: _____
COMPLETED: Funds transferred into Estate Account (if applicable)

4. PROPERTY INSURANCE – Notify of death, verify coverage, request account records

A. HOUSE – notify of any potential vacancy of house
Agent: _____ Policy No.: _____
Coverage effective through: Declaration page Account statement

B. VEHICLE – notify of any change in location of vehicle(s)
Agent: _____ Policy No.: _____
Coverage effective through: Declaration page Account statement

C. PROPERTY/CASUALTY– notify of any change in location of covered item(s)
Agent: _____ Policy No.: _____
Coverage effective through: Declaration page Account statement

5. OIL AND GAS ROYALTIES AND LEASES – Notify distributor of death; consider requesting suspense of payment pending probate:

A. Company: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Account No.: _____ Unit No./Well/No.: _____
Date of lease: _____
COMPLETED: Funds transferred into Estate Account

B. Company: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Account No.: _____ Unit No./Well/No.: _____
Date of lease: _____
COMPLETED: Funds transferred into Estate Account

C. Company: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Account No.: _____ Unit No./Well/No.: _____
Date of lease: _____
COMPLETED: Funds transferred into Estate Account

6. CLAIMS OWED TO DECEDENT - notify debtor of death; give instructions for payments prior to death:

A. Debtor: _____
Address: _____
Type/Status of Debt: _____
Amount: _____ When promised or due: _____
COMPLETED/PAID: Funds transferred into Estate Account

B. Debtor: _____
Address: _____
Type/Status of Debt: _____
Amount: _____ When promised or due: _____
COMPLETED/PAID: Funds transferred into Estate Account

C. Debtor: _____
Address: _____
Type/Status of Debt: _____
Amount: _____ When promised or due: _____
COMPLETED/PAID: Funds transferred into Estate Account

IV. DECEDENT'S FINANCIAL OBLIGATIONS

1. CREDIT BUREAUS - notify of death, request copy of decedent's credit report:

- Experian (www.experian.com) Equifax (www.equifax.com)
- TransUnion (www.transunion.com) Other: _____

2. MORTGAGE LOAN(S) - notify of death; confirm payment terms; inquire about purchase money insurance:

A. Company: _____
Account Number: _____
Contact: _____ Phone: _____ E-mail: _____
Notes: _____

B. Company: _____
Account Number: _____
Contact: _____ Phone: _____ E-mail: _____
Notes: _____

3. CREDIT CARDS - notify of death; request statements for last 6 months; ask about credit life insurance:

A. Company: _____
Address: _____
Account Number: _____
Contact: _____ Phone: _____ E-mail: _____
Notes: _____

B. Company: _____
Address: _____
Account Number: _____
Contact: _____ Phone: _____ E-mail: _____
Notes: _____

C. Company: _____
Address: _____
Account Number: _____
Contact: _____ Phone: _____ E-mail: _____
Notes: _____

4. OTHER DEBTS OWED BY DECEDENT - notify creditor of death; request payment terms and amount:

A. Creditor: _____
Address: _____
Account Number: _____
Contact: _____ Phone: _____ E-mail: _____
Type of Debt: _____
Status: _____

B. Creditor: _____
Address: _____
Account Number: _____
Contact: _____ Phone: _____ E-mail: _____
Type of Debt: _____
Status: _____

C. Creditor: _____
Address: _____
Account Number: _____
Contact: _____ Phone: _____ E-mail: _____
Type of Debt: _____
Status: _____

5. CONTRACTUAL OBLIGATIONS OF DECEDENT - notify contract holder of death; confirm status of contract:

A. Contract Holder: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Type/Status of Obligation: _____

B. Contract Holder: _____
Address: _____
Contact: _____ Phone: _____ E-mail: _____
Type/Status of Obligation: _____

6. JUDGMENT OBLIGATIONS OF DECEDENT - confirm Decedent's obligations under judgment:

Judgment Terms: _____
Obligee: _____
Amount Due: _____

V. DECEDENT'S MISCELLANEOUS FINANCIAL AFFAIRS

1. ONLINE AND MISCELLANEOUS ACCOUNTS

- Websites owned or controlled by Decedent: confirm and/or arrange for interim management
- Accounts: locate password, print out statement or content, terminate account.
- Social Media Accounts (e.g., Facebook, Twitter): locate password, print out statement or content, terminate account.
- E-mail accounts
- Merchants (e.g., Paypal, eBay, Paypal, etc.)
- Banks and brokerage companies
- Internet service - consider terminating service, request refund of pre-paid costs

2. EMPLOYEE BENEFITS - contact Decedent's employer and confirm status of accrued/unpaid benefits:

- Salary (including unused vacation pay, sick leave or PTO)
- Medical savings plan
- Life insurance
- Accidental death/dismemberment insurance
- Pension/retirement plan

3. UTILITIES - notify of death; consider turning off service and/or changing billing address:

- Electric Gas Water Sewer/Septic
- Phone (land line) Phone (cell) Cable/Satellite

4. INCOME TAX RETURNS

- Contact Decedent's accountant and check whether any filing or tax is due
- Consider paying any amounts owed, to stop accrual of penalties and interest

5. MILITARY BENEFITS

- Contact Veteran's Administration and determine nature and value of any available benefits

6. UNCLAIMED PROPERTY

- Contact Texas State Comptroller's Office to determine whether Estate is entitled to funds (www.window.state.tx.us/up/reclaiming.html)

7. TUITION REFUNDS

- Contact any school or training institute to cancel Decedent's enrollment; request refund for portion of unused tuition; request whether tuition-guarantee provision was in place.

8. ITEMS ON ORDER

- Check with any retail, wholesale or mail-order outlets for orders placed by Decedent and make arrangements for payment or refund.

9. INTELLECTUAL PROPERTY RIGHTS

- Check applicable registries for trademarks, patents, copyrights or other intellectual property, to determine whether any renewals or modifications must be filed.

VI. OTHER MATTERS AND GENERAL NOTES
