

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:

www.dmachoice.org

www.directmail.com

www.abacusoptout.com

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:*

- ☐ 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

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

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

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/payments transferred into Estate Account

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

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

