

**PROBATE ADMINISTRATION CHECKLIST**

1. Personal Information

- Decedent's Full Name
- Decedent's Social Security #
- Decedent's Address at Death
- Year domicile established in this state
- Citizenship status at death
- Decedent's place of death (*e.g.*, name of hospital)
- Decedent's cause of death (compare with information on death certificate)
- Length of last illness (compare with information on death certificate)
- Decedent's physicians and their addresses
- Decedent's date of birth
- Decedent's place of birth
- Current or, if retired, former business or occupation
- Marital status at time of death
- Name of surviving spouse
  - Social Security # of surviving spouse
  - Date of marriage to surviving spouse
  - Domicile at date of marriage to surviving spouse
  - Citizenship of surviving spouse
- If decedent was a widow(er), name of deceased spouse
  - Date of death of deceased spouse
  - Social Security # of deceased spouse
- Decedent's safe deposit boxes
  - Location
  - Joint
  - With whom
  - Relationship of joint owner to decedent
- Name of accountant or tax return preparer
- Testate?
  - Where is Will?
  - Is will self-proving?
  - If not, Beneficiaries under Will
    - Name
    - Age
    - Social Security #
    - Address
    - Relationship

- \_\_\_ Executor under Will
  - \_\_\_ Name
  - \_\_\_ Age
  - \_\_\_ Social Security #
  - \_\_\_ Address
  - \_\_\_ Will he/she/it serve or renounce?

- \_\_\_ Intestate?
  - \_\_\_ Heirs-at-law
    - \_\_\_ Name
    - \_\_\_ Age
    - \_\_\_ Social Security #
    - \_\_\_ Address
  - \_\_\_ Who will serve as Administrator
    - \_\_\_ Name
    - \_\_\_ Address
    - \_\_\_ Social Security #
    - \_\_\_ Will a bond be required?

2. Inventory of Decedent's Assets and Liabilities

- \_\_\_ Real Property.
  - \_\_\_ Location
  - \_\_\_ Type of property (*e.g.*, resident, commercial, unimproved land)
  - \_\_\_ Title in name of
  - \_\_\_ How held – solely or jointly (with whom and with or without survivorship)
  - \_\_\_ Date Acquired
  - \_\_\_ Cost basis
  - \_\_\_ Fair market value on date of death (indicate accrued rent separately)
- \_\_\_ Mortgage Obligation
  - \_\_\_ Payee
  - \_\_\_ Original amount
  - \_\_\_ Current balance of mortgages (indicate accrued interest separately)
  - \_\_\_ Payment schedule
- \_\_\_ Checking and Savings Accounts (Obtain photocopy of signature card for each)
  - \_\_\_ Institution
  - \_\_\_ Account Number
  - \_\_\_ Type Account
  - \_\_\_ How Held (Sole/Joint)
  - \_\_\_ Date of Death Value (indicate accrued interest separately)

\_\_\_ Stocks and Bonds (For government bonds, indicate the type of bond and face amount under “Issuer” and date of issue under “Description”

\_\_\_ Issuer

\_\_\_ No. of Shares

\_\_\_ Description

\_\_\_ How Held (Sole/Joint)

\_\_\_ Date of Death Value (indicate accrued interest separately)

\_\_\_ Brokerage Accounts (Obtain photocopy of signature card for each)

\_\_\_ Location

\_\_\_ Contact

\_\_\_ How Held (Sole/Joint)

\_\_\_ Life Insurance Policies

\_\_\_ Owner

\_\_\_ Insurer

\_\_\_ Number

\_\_\_ Beneficiary

\_\_\_ Face Amount

\_\_\_ Policy Loans

\_\_\_ Tangible Personal Property: clothing, jewelry, home furnishings, collections, automobiles, other.

\_\_\_ IRA or Pension Plans

\_\_\_ Bank or Company

\_\_\_ Beneficiary

\_\_\_ Relationship

\_\_\_ Account Number

\_\_\_ Other Property

\_\_\_ Cash, Mortgages and Notes

\_\_\_ Business Interests

\_\_\_ Income Due Decedent

\_\_\_ Employee Benefits

\_\_\_ Annuities, Trusts and Estates

\_\_\_ Lump Sum Death Benefit

\_\_\_ Other Property

\_\_\_ Funeral and Burial Expenses

\_\_\_ Funeral Home

\_\_\_ Grave Marker

\_\_\_ Grave Lots

\_\_\_ Other (flowers, etc.)

\_\_\_ Medical and Hospital Expenses

\_\_\_ Doctor

\_\_\_ Hospital

- Other (nurses, etc.)
- Household Bills, Charge Accounts and Installment Payments
  - Item
  - Payee
  - Amount Due
- Other Debts of Decedent (include estimated income tax payments and property taxes)
  - Item
  - Payee
  - Amount Due
- Mortgages, Notes and Deeds of Trust (indicate only balance due as of date of death)
  - Property Secured
  - Payee
  - Amount Due
- Additional Obligations
  - Item
  - Payee
  - Amount Due