FRED DORSEY

PRINCE OF PROBATE

EXECUTOR CHECKLIST

A Simple Guide to Managing an Estate

Immediate steps

- ✓ Obtain multiple death certificates
- ✓ Locate will, trust documents, and estate paperwork
- ✓ Secure the property (lock home, safeguard valuables)
- ✓ Notify close family members and beneficiaries
- ✓ Arrange funeral or memorial services

Legal & court process

- ✓ File the will with the probate court
- ✓ Petition to be appointed as Executor / Personal Representative
- ✓ Obtain Letters of Administration / Authority
- ✓ Hire a probate attorney if needed

Financial & asset management

- ✓ Open an estate bank account
- ✓ Identify and inventory all assets (real estate, bank accounts, investments, personal property)
- ✓ Obtain date-of-death valuations for assets
- ✓ Redirect mail and monitor bills

Notify relevant parties

- ✓ Notify Social Security Administration
- ✓ Notify banks and financial institutions
- ✓ Notify insurance companies (life, home, auto)
- ✓ Notify creditors and outstanding debt holders
- ✓ Notify utility companies

Debts & Expenses

- ✓ Pay funeral and administrative expenses
- ✓ Review and pay valid debts and claims
- ✓ Keep records of all payments and transactions

Real Estate (If Applicable)

- ✓ Determine if property needs to be sold
- ✓ Maintain property (utilities, lawn care, security)
- ✓ Work with a real estate professional experienced in probate
- ✓ Prepare home for sale (cleaning, repairs, staging)

Taxes

- ✓ File final personal income tax return
- ✓ File estate income tax return (if required)
- ✓ Pay any estate taxes due

Final Steps

- ✓ Follow instructions in the will or court order
- ✓ Distribute assets to beneficiaries
- ✓ Obtain signed receipts from beneficiaries
- ✓ Prepare final accounting for the court
- ✓ Close the estate account
- ✓ File petition to close the estate
- ✓ Keep copies of all documents for records

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