

**PERSONAL REPRESENTATIVE'S  
THERE'S A DEATH AND YOU'RE IN CHARGE**

1. Notify the chosen funeral home of the death.
2. Arrange for the care of any pets of the decedent and any minors or elderly persons who were dependent on the decedent for care.
3. Implement any burial instructions left by the decedent.
4. Notify an official of the decedent's church or synagogue.
5. Locate the original will of the decedent.
6. Notify the personal representative and any trustee named in the will, if other than yourself.
7. Notify the decedent's attorney, friends, family members and employer or employees of the death.
8. Make arrangements for a memorial for the decedent.
9. Call the local paper and place a notice in the obituary column.
10. Inquire into all benefits payable upon the death of the decedent.
11. Notify the decedent's landlord, if any, and the suppliers of telephone service and utilities.
12. Notify the post office of the death and arrange for the collection of mail of the decedent.
13. Arrange to receive several copies of the death certificate - 15 is not too many in most cases.

14. Ask the mortician to make application for the social security death benefit.
15. Retain an attorney and possibly an accountant to begin probate procedures and to provide any necessary assistance.
16. Oversee and preserve the decedent's assets.
17. Search everything to locate hidden assets.
18. Obtain the contents of any safe deposit boxes.
19. Locate and investigate all real property owned by the decedent.
20. Arrange for out of state probate concerning any out of state real property of the decedent.
21. Compile a detailed inventory of all assets of the decedent.
22. Determine proper values for all assets and be ready to support your valuations. An appraisal of all assets is strongly recommended.
23. Collect all debts owed the decedent and, when appropriate,  
  
pay the just debts of the decedent.
24. If necessary, decide which assets will be sold to pay the expenses of administration and taxes due because of the death of the decedent and arrange for any such sales.
25. Maintain the estate's assets in good order and repair.
26. Investigate the amount and validity of all claims against the estate.

27. Arrange for the payment of income and all death taxes, as the personal representative is held personally liable for these.
28. Operate, if specifically authorized, any business of the decedent.
29. Supervise the administration of the estate.
30. Process any necessary litigation by or against the estate. 31. Prepare a final estate accounting.
32. Pay all income and death taxes liability.
33. Request from the Internal Revenue Service a closing letter before distributing any estate assets to beneficiaries.