

Checklist:

What to Do When a Loved One Dies

Before the Funeral

- What are the burial plans/wishes?
- Who is in charge of the burial?
- Secure real estate and personal property
 - Is it locked?
 - If it's winter, will the pipes freeze if the heat is shut off?
- Make arrangements for pets
- Secure will and other documents
- Request death certificates (15 originals)

Shortly After Death

- Meet with a law firm to discuss next steps and timeline
- Gather property and asset information such as deeds, account statements, and life insurance
- Determine what bills are outstanding
- Have mail forwarded
- Locate and inventory safe deposit box
- Contact liability insurance agent, make sure there is valid insurance coverage
- Notify all advisors
 - Tax Accountant
 - Financial planners
- Collect and cancel all credit cards
- Obtain EIN (tax number) for the trust
- Open up an operating account for the trust

Within 30 Days of the Death

- Complete an inventory of all assets
- Determine debts owed
 - Taxes
 - Mortgages, other secured debt
 - Credit cards, consumer debt
 - Utilities
 - Medical bills
 - Funeral expense
 - Other unpaid bills
- Confirm titling of assets in the trust
- File claims for life insurance death benefits
- Make initial investment decisions
 - Go to cash, short-term investments, or adjust long-term investments
- Order appraisals
 - Real estate (unless planning to sell immediately)
 - Other assets (if estate tax return needed)