ESTATE ADMINISTRATION CHECKLIST

DOCUMENTS NEEDED FOR INITIAL CLIENT MEETING:	
Original Will, Codicil and Trusts	
Original Death Certificate	
Copies of Federal income tax returns of decedent for the last 3 years	
Copies of all Federal gift tax returns ever filed by the decedent	
Diagram of Family Tree	
Names, addresses & phone numbers of surviving family members	
Names, addresses & phone numbers of other heirs named in Will	
List of assets with approximate value (see lAssets column below)	
ASSETS:	**DOCUMENTS NEED TO MARSHAL ASSETS:**
Real Property (home, condo)	Copy of Deeds for real property
Co-operative Housing	Copy of stock certificate and proprietary lease for co-ops
Bank Accounts (checking/savings)	Copy of most recent statements for all bank, savings , etc.
Brokerage Accounts	Copy of most recent statements for all brokerage accounts
Life Insurance Policies	Copies of policies of insurance
Annuities	Copy of all annuity contracts
Savings Bonds	Copy of any original savings bonds held by decedent
Stock in a corporation	Copy of any original stock certificates held by decedent
Business/Employment Assets	Copy of all agreements
Retirement Assets (pensions, profit sharing plans, 401K, IRA)	Copy of most recent statement for pensions, profit sharing, 401K plans, etc.
Motor Vehicles (car, boat, airplane, etc.)	Copies of titles to all motor vehicles registered in the name of the decedent
Accounts Receivables (loans made by decedent to others)	Copies of all accounts payable to decedent including name/address of debtor
Personal Property	A list of art, antiques, collections or other valuable personal property
Safe Deposit Box Contents	Inventory of Safe Deposit Box
LIABILITIES:	**DOCUMENTS NEEDED TO PREPARE TAX RETURNS:**
Funeral Expenses	Copy of all funeral bills: cemetary lot, monmuments, flowers & memorial svcs.
Medical Expenses	Copies of all medical bills paid on behalf of the decedent
Other Expenses incurred by Estate	