

MATTERS AFFECTING THE ESTATE

DECEDENT'S PERSONAL ASSETS

1. DECEDENT'S PERSONAL BELONGINGS - locate and secure:

- ☐ Wallet, purse, briefcase - check for cash, debit/charge cards, checkbook and Social Security card
- ☐ Cell phone
- ☐ Computer
- ☐ Digital device(s)
- ☐ Calendar, agenda, etc.
- ☐ Jewelry
- ☐ Collectibles (e.g., art, coins, guns, etc.)

2. **DECEDENT'S RECORDS AND PAPERS**

A. Locations to search:

- ☐ House _____
 - ☐ Desk _____
 - ☐ File Cabinet _____
 - ☐ Closet _____
 - ☐ Garage _____
 - ☐ Other _____
 - ☐ Office _____
 - ☐ Storage Unit _____
 - ☐ Safe Deposit Box _____

B. Items to locate:

- ☐ Income tax returns _____
- ☐ Real property deeds, purchase documents and tax statements _____
- ☐ Account agreements and statements _____
- ☐ Loan documents _____
- ☐ Titles and purchase records for ☐vehicles ☐boats ☐trailers ☐mobile home ☐motorcycle
- ☐ Lease agreements _____
- ☐ Insurance records - ☐life ☐health ☐property ☐automobile _____
- ☐ Stock certificates _____
- ☐ Bonds _____
- ☐ Annuity contracts _____
- ☐ Governmental benefits statements (Social Security, Medicare, etc.) _____
- ☐ Pension records _____
- ☐ Military records _____

☐ Legal records (lawsuits, divorce, adoption, etc.) _____

☐ Employment records _____

☐ Other _____

3. DECEDENT'S DATA STORAGE -search these to locate and identify Decedent's assets and obligations:

☐ Files/papers _____

☐ Computer _____

☐ Digital device _____

☐ Calendar/agenda _____

☐ Account records _____

☐ Voice mail _____

☐ Safe/deposit box _____

GENERAL MATTERS TO ADDRESS

1. NOTIFICATIONS - notify of death and cancel any mailings or appointments

- ☐ Landlord _____
- ☐ Neighbors _____
- ☐ Homeowners Association _____
- ☐ Employer _____
- ☐ School _____
- ☐ Church (check for unmet pledges) _____
- ☐ Physicians _____
- ☐ Dentist _____
- ☐ Civic Organizations _____

* Check Decedent's calendar for additional persons or organizations

2. PETS -make care arrangements, after checking with veterinarian

- ☐ _____
- ☐ _____

3. VEHICLES - secure keys and arrange for proper storage

- ☐ _____
- ☐ _____

4. HOME MAINTENANCE

A. Security:

- ☐ Retrieve all keys and/or rekey
- ☐ Retrieve all garage door openers
- ☐ Confirm doors and windows are properly locked
- ☐ Confirm alarm system is properly set and working
- ☐ Notify alarm company of change in contact numbers for system alerts
- ☐ Confirm home safe is intact and properly set
- ☐ Confirm outside lights properly working

B. Heating/Cooling System:

- ☐ Check thermostat settings for appropriate temperature and humidity
- ☐ Confirm HVAC filters are clean and units are properly working
- ☐ Close vents for unused rooms

C. Lawn care:

- ☐ Continue or discontinue lawn service _____
- ☐ Check sprinkler system and outside faucets
- ☐ Check for dead or overhanging limbs

- D. Appliances:
- ☐ Unplug or turn off unused appliances
 - ☐ Check any preset timers (e.g., lamps, coffee pot, alarm clock)
 - ☐ Check for frayed cords or fire hazards
5. **UTILITIES** -turn off or adjust settings:
- ☐ Electric _____
 - ☐ Gas _____
 - ☐ Water _____
 - ☐ Sewer/Septic _____
6. **COMMUNICATIONS/MEDIA**
- ☐ Mail - forward or place on hold
 - ☐ Subscriptions - cancel and request refunds for pre-paid costs for:
 - ☐ Newspapers
 - ☐ Magazines
 - ☐ Book club
 - ☐ Remove name from mailing lists: www.dmachoice.org, www.directmail.com,
www.abacusoptout.com, www.privacyrights.org
7. **MEDICATIONS**
- ☐ Safely dispose of unused prescription medications
 - ☐ Notify pharmacy to cancel automatic refills
8. **ITEMS ON LOAN/RENTAL** - return to owner and request return of any deposit:
- ☐ Medical equipment (e.g., walker, toilet chair, etc.) _____
 - ☐ Household equipment (e.g., water filter, rug cleaner, etc.) _____
 - ☐ Library books _____
 - ☐ DVD's, audio books _____
 - ☐ Other _____
9. **DELIVERIES** - cancel scheduled deliveries and request refunds for any pre-paid costs:
- ☐ Groceries
 - ☐ Bottled water
 - ☐ Pharmacy
 - ☐ Other _____
10. **PICKUPS** - cancel pickup and request refund for any pre-paid costs:
- ☐ Trash/recycling
 - ☐ Dry cleaners/laundry
11. **MEMBERSHIPS** -cancel and request refund of pre-paid dues or deposits:
- ☐ Fitness center _____
 - ☐ County Club _____
 - ☐ Alumni organization _____
 - ☐ Political party _____

- ☐ Other _____
- ☐ Other _____

12. FUTURE EVENTS AND ACTIVITIES -cancel reservation and request refund of pre-paid costs:

- ☐ Sporting events _____
- ☐ Musical/Theater performances _____
- ☐ Travel plans _____
- ☐ Conferences/reunions _____
- ☐ Lessons _____
- ☐ Other _____

* Check Decedent's calendar and account statements for additional events and activities

13. MISCELLANEOUS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DECEDENT'S FINANCIAL ASSETS

1. BANK ACCOUNTS -notify institution of death and request records; locate Decedent's account register:

- A. Institution: _____
Contact: _____
Account No. _____ Payable on death to: _____
☐ Signature card ☐ Print-out of accounts (depository and loans)
☐ Account statements (last 6 months) ☐ Confirm automatic deposits/withdrawals
Date of death balance - principal _____ accrued interest _____
Notes _____

- B. Institution: _____
Contact: _____
Account No. _____ Payable on death to: _____
☐ Signature card ☐ Print-out of accounts (depository and loans)
☐ Account statements (last 6 months) ☐ Confirm automatic deposits/withdrawals
Date of death balance - principal _____ accrued interest _____
Notes _____

- C. Institution: _____
Contact: _____
Account No. _____ Payable on death to: _____
☐ Signature card ☐ Print-out of accounts (depository and loans)
☐ Account statements (last 6 months) ☐ Confirm automatic deposits/withdrawals
Date of death balance - principal _____ accrued interest _____
Notes _____

2. BROKERAGE ACCOUNTS -notify institution of death and obtain records:

- A. Institution: _____
Contact: _____
Account No. _____ Payable on death to: _____
☐ Signature card/account application ☐ Print-out of accounts
☐ Account statements (last 6 months) ☐ Confirm automatic deposits/withdrawals
Date of death balance - principal _____ accrued interest _____
- B. Institution: _____
Contact: _____
Account No. _____ Payable on death to: _____
☐ Signature card/account application ☐ Print-out of accounts

☐ Account statements (last 6 months) ☐ Confirm automatic deposits/withdrawals
Date of death balance - principal _____ accrued interest _____

C. Institution: _____
 Contact: _____
 Account No. _____ Payable on death to: _____
 ☐ Signature card/account application ☐ Print-out of accounts
 ☐ Account statements (last 6 months) ☐ Confirm automatic deposits/withdrawals
 Date of death balance - principal _____ accrued interest _____

3. ANNUITY CONTRACTS - notify company of death and request claim forms:

☐ Company _____ Policy No. _____
 Contact name/number _____
 Notes _____

☐ Company _____ Policy No. _____
 Contact name/number _____
 Notes _____

4. LIFE INSURANCE - notify company of death and request claim forms:

☐ Company _____ Policy No. _____
 Contact name/number _____
 Notes _____

☐ Company _____ Policy No. _____
 Contact name/number _____
 Notes _____

☐ Company _____ Policy No. _____
 Contact name/number _____
 Notes _____

5. PROPERTY INSURANCE -notify of death, verify coverage, request account records

A. House - notify of any potential vacancy of house

Agent: _____
Policy No. _____ Coverage effective through: _____
☐ Declaration page
☐ Account statement

B. Vehicle - notify of any change in location of vehicle(s)

Agent: _____
Policy No. _____ Coverage effective through: _____

- ☐ Declaration page
- ☐ Account statement

C. Property/Casualty - notify of any change in location of covered item(s) Agent:

Agent: _____

Policy No. _____ Coverage effective through: _____

- ☐ Declaration page
- ☐ Account statement

6. OIL AND GAS ROYALTIES AND LEASES - notify distributor of death; consider requesting suspense of payment pending probate:

☐ Company _____ Account No. _____
Unit No./Well No. _____ Date of Lease _____
Contact name/number _____

☐ Company _____ Account No. _____
Unit No./Well No. _____ Date of Lease _____
Contact name/number _____

7. CLAIMS OWED TO DECEDENT -notify debtor of death; give instructions for payments prior to death:

☐ Debtor name/number _____
☐ Type/status of debt: _____

☐ Debtor name/number _____
☐ Type/status of debt: _____

DECEDENT'S FINANCIAL OBLIGATIONS

1. CREDIT BUREAUS - notify of death, request copy of decedent's credit report:

- ☐ Experian (www.experian.com) _____
☐ Equifax (www.equifax.com) _____
☐ TransUnion (www.transunion.com) _____
☐ Other _____

2. MORTGAGE LOAN - notify of death; confirm payment terms; inquire about purchase money insurance:

- ☐ Company _____ Account No. _____
Contact name/number _____
Notes _____

3. CREDIT CARDS - notify of death; request statements for last 6 months; ask about credit life insurance:

- ☐ Company _____ Account No. _____
Contact name/number _____
Notes _____

- ☐ Company _____ Account No. _____
Contact name/number _____
Notes _____

- ☐ Company _____ Account No. _____
Contact name/number _____
Notes _____

- ☐ Company _____ Account No. _____
Contact name/number _____
Notes _____

4. GENERAL DEBTS OWED BY DECEDENT - notify creditor of death; request payment terms and amount:

- ☐ Creditor name/number _____
Type/status of debt: _____

- ☐ Creditor name/number _____
Type/status of debt: _____

5. **CONTRACTUAL OBLIGATIONS OF DECEDENT** - notify contract holder of death;
confirm status of contract:

☐ Contract holder name/number _____
Type/status of obligation: _____

☐ Contract holder name/number _____
Type/status of obligation: _____

6. **JUDGMENT OBLIGATIONS OF DECEDENT** - confirm Decedent's obligations under
judgment:

☐ Judgment terms _____
Obligee: _____ Amount due: _____

DECEDENT'S MISCELLANEOUS FINANCIAL AFFAIRS

1. COMPUTER

☐ Websites (owned or controlled by Decedent) - confirm and/or arrange for interim management

☐ Accounts - locate password, print out statement or content, terminate account:

☐ Social media (e.g., Facebook, Twitter) _____

☐ E-mail _____

☐ Paypal _____

☐ Merchants (e.g., Amazon, eBay, etc.) _____

☐ Banks _____

☐ Internet service - consider terminating service, request refund of pre-paid costs

2. EMPLOYEE BENEFITS -contact Decedent's employer and confirm status of accrued/unpaid benefits:

☐ Salary (including unused vacation pay, sick leave or PTO) _____

☐ Medical savings plan _____

☐ Life insurance _____

☐ Accidental death/dismemberment insurance _____

☐ Pension/retirement plan _____

3. UTILITIES - notify of death; consider turning off service and/or changing billing address:

☐ Electric _____

☐ Gas _____

☐ Water _____

☐ Sewer/Septic _____

☐ Phone (land line) _____

☐ Phone (cell) _____

☐ Cable/Satellite _____

4. INCOME TAX RETURNS

☐ Contact Decedent's accountant and check whether any filing or tax is due and owing

☐ Consider paying any amounts owed, to stop accrual of penalties and interest

5. MILITARY BENEFITS

☐ Contact Veteran's Administration and determine nature and value of any available benefits

6. UNCLAIMED PROPERTY

- ☐ Contact Texas State Comptroller's Office to determine whether Estate is entitled to funds (www.window.state.tx.us/up/reclaiming.html)

7. TUITION REFUNDS

- ☐ Contact any school or training institute to cancel Decedent's enrollment; request refund for portion of unused tuition; request whether tuition-guarantee provision was in place.

8. ITEMS ON ORDER

- ☐ Check with any retail, wholesale or mail-order outlets for orders placed by Decedent and make arrangements for payment or refund.

9. INTELLECTUAL PROPERTY RIGHTS

- ☐ Check applicable registries for trademarks, patents, copyrights or other intellectual property, to determine whether any renewals or modifications must be filed.