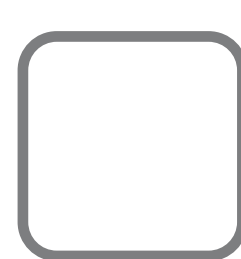


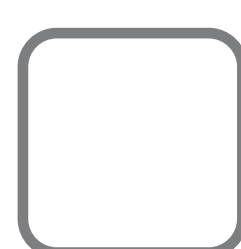
# Pocket Probate Checklist



## Step One

Day 1 – 3

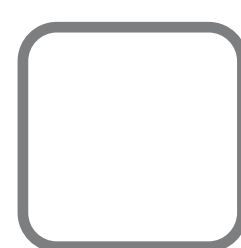
Register the death — order 5 certificates



## Step Two

Day 1 - 7

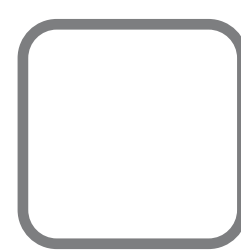
Find the will (or confirm none) & identify executor



## Step Three

Week 1

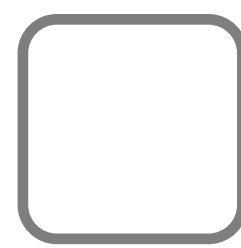
Secure the home — lock up, shut off taps, arrange unoccupied home insurance



## Step Four

Week 1 - 2

List money & debts — bank balances, property value, loans, utilities



## Step Five

Week 2

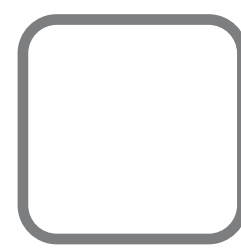
Check if probate is needed — property in sole name? bank over limit?



## Step Six

Week 2 - 3

Handle Inheritance Tax forms (even if £0 due)



## Step Seven

Week 2 - 4

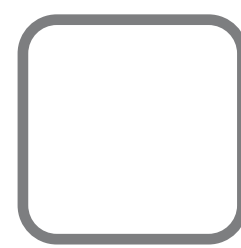
Apply online for Grant of Probate / Letters of Administration



## Step Eight

Month 3 - 4

Collect funds, pay debts & bills, place Gazette notice



## Step Nine

After debts cleared

Distribute inheritance exactly per will / intestacy rules



## Step Ten

Final month

Distribute inheritance exactly per will / intestacy rules

