

USUAL STEPS IN THE ADMINISTRATION OF AN ESTATE

1 Immediate steps

- registering the death
- arranging for burial/cremation
- locating any will
- preserving and safeguarding any assets in the estate

2 Ascertaining the assets

- ascertaining cash balances on bank and other savings accounts
- investigating and realising social security benefits and private pension schemes
- ascertaining life assurance or other insurance policies
- identifying other capital investments and/or business interests

3 Valuing the liabilities

- ascertaining what debts survive
- obtaining funeral expenses
- investigating council tax and other debts
- placing statutory advertisements to safeguard against unknown debts
- if appropriate, raising funds to pay Inheritance Tax

4 Applying for grant of representation

- drawing application with affidavit in support to obtain probate (in the case of a will) or letters of administration (in the case of an intestacy)
- obtaining the grant of representation and registering the same where appropriate with creditors and debtors of the estate

5 Realising assets

- calling in all liquid assets (e.g. balance held on accounts or securities)
- arranging for appropriate investment prior to distribution
- arranging for sale of properties or assets where appropriate

6 Paying the debts

- investigating and prioritising debts to be paid during administration
- at appropriate time arranging for discharge of debts

7 Clearing tax liabilities

- completing tax return on behalf of the deceased and where appropriate for administration of the estate
- dealing with income tax and capital gains tax where appropriate during administration period
- negotiating with the Inland Revenue and/or district valuer (where appropriate) on valuations and filing appropriate accounts with Inland Revenue
- settling and/or obtaining clearance on liability (where appropriate) for inheritance tax

8 Distributing the estate

- ascertaining the beneficiaries
- paying out pecuniary legacies
- arranging for distribution of specific gifts
- arranging for transfer of any land or securities
- preparing estate accounts
- providing for interim distributions and at the end of the administration arranging for final distribution