

The duties of an executor: what to do when someone dies

Checklist

	Date completed	Notes
First steps when someone dies		
Register the death		
Find the will		
Arrange the funeral		
Tell key organisations		
Dealing with the estate		
Value the estate		
Pay inheritance tax		
Applying for probate		
Check if you need a grant of probate		
Apply for the grant of probate		
Placing a deceased estates notice		
Place a deceased estates notice		
Finalising the estate		
Collect the assets		
Pay any debts and taxes		
Keep a record of all accounts		
Distribute the estate		