<u>Checklist for Estate Administration</u>

The following list describes the items our office will need to assist you in connection with the administration of an estate. Bring as much of the following as possible to your appointment, but do not worry if you can't locate all the items at this point. Just do the best you can. We can always get more of this documentation as we proceed.

Legal Documents:

1. Wills and codicils. Originals, if possible. If you don't have originals, bring copies.
2. Trusts (Restatements and Amendments, if any.). Originals, is possible. If you don't have originals, bring copies.
3. Certified Death Certificates.

Asset Information:

Provide documentation for assets that are titled solely in the name of the decedent; titled in the name of the trust; or jointly owned by the decedent and someone else. The documentation should show the values as of the date of death if such documentation is available at the time of the appointment.

1. Brokerage Statements
2. Stock Certificates for those stocks individually owned, not with a broker. Bring originals if possible.
3. Original US Bonds, Treasury Notes, or other government bearer bonds. Bring originals if possible.
4. Statements from mutual funds.
5. Bank statements: checking, savings, money market, CD.
6. Pension statements showing source of pension funds.
7. Life insurance and annuity policies.
8. List of partnerships or interests in any business.
9. Mortgages and notes receivable. Bring originals if possible.
10. Deeds to real property in Rhode Island and out-of-state. Time share information, if any.
11. Description of valuable jewelry, art, antiques, stamps and coin collections, etc.
12. Title or registration to any type of vehicle, boat, recreational vehicle, mobile home.

Creditor Information - Copies of any bills and creditor addresses.