Estate Information Checklist

Persona Law Group
PROFESSIONAL CORPORATION

Date: ____________________

Please accept our condolences on the loss of a loved one.

Instructions

This checklist is intended to help you prepare for your meeting with us. Please fill out as much as you can, gather the papers listed and bring these to our meeting. If you don't have easy access to the information or if there isn't time to gather it before we meet, please bring whatever you are able to find.

Helping You

The purpose of our first meeting is to answer your initial questions about dealing with the estate of your loved one and to gather information that will help us determine if you need a *Certificate of Appointment of Estate Trustee with (or without) a Will,* often called *Probate*. Even if a *Certificate* is not needed, there are a number of things that you will need to know as you begin to deal with the estate. By reviewing the information and papers that you provide, we will be able to provide you with important advice and will be able to answer many of your questions.

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Assets

The last page can be used to list the deceased's assets. To save time and to make it easier for you, instead of completing the last page, bring whatever papers you can find such as financial statements, bank account passbooks or statements, savings bond certificates, share certificates, deeds and so on. You may find it helpful to use page 3 and the last page together as a reminder of the kinds of information that you should look for.

Joint Assets

Please also include information about joint assets held by the deceased and another person (living or not) such as joint property, joint bank accounts, joint investments, etc. We need to review these with you to ensure all legal requirements are met.

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Date: _______________

About the deceased

Full name			
Any other surname of the deceased such as a maiden name			
Last Address (street, city, postal code)			
Occupation		Jurisdiction	
Place of Death		Date of Death	
Place of Birth		Date of Birth	
Citizenship(s)			
Marital Status (circle all that apply)	Never married Married Separated Divorced Common Law Widow(er)	SIN #	
Was the deceased providing financial support to anyone at date of death? Yes ☐ No ☐			
Date of Will		Codicil	
Prepared by		Prepared by	

About you

Name		Relationship	
Address			
Gender	Female Male	Occupation	
Email		Telephone	
		Cell/Other	
Photo I.D. ☐	Do you have a will? ☐ Yes ☐ No Do you have any connection to the U.S.A.? ☐ Yes ☐ No		

If more than one Executor/Estate Trustee, please provide the same information for each one.

Papers to Bring with You

Bring what applies and what you can find. If you find important documents that are not listed here, please bring those as well.

For you:

- ☐ Your government-issued photo ID

For the deceased:

- ☐ Death certificate (or Proof of Death)
- ☐ Birth certificate or if none, baptismal certificate
- ☐ Citizenship/Immigration papers if not born in Canada
- ☐ Marriage certificate
- ☐ Divorce certificate
- ☐ Original Signed Will and, if available, the Affidavit of Execution (signed by a witness)
- ☐ Any other Wills of the deceased
- ☐ Marriage contract
- ☐ Cohabitation agreement
- ☐ Separation agreement
- ☐ Divorce decree
- ☐ Most recent income tax return & notice of assessment

Assets:

Real Estate in Ontario (owned or equitable interest)

- ☐ Property deed(s) (may have the title “Transfer” instead of “Deed”)

Bank Accounts

- ☐ Passbooks, monthly statements
- ☐ Include accounts at banks, credit unions, caisse populaire, etc.
- ☐ Include Canadian and foreign bank accounts

Investments:

If the deceased had any of the following please bring most recent statements (quarterly or annual)

- ☐ RRSPs, RRIFs, RDSPs, RESPs, LIRAs, DPSPs, TFSAs,
- ☐ GICs,
- ☐ Canada/Ontario Savings Bonds
- ☐ Share certificates (including stock options, if any)

Vehicles & Vessels:

If the deceased owned (including jointly owned), please bring ownership papers or registration certificates:

- ☐ Cars, trucks, motor cycles
- ☐ Boats, ATV, bicycles, snowmobiles
- ☐ Camper, RV/tent trailer

Other:

Business Interest   If the deceased had any interest in a business, please bring all that apply:

- ☐ Business Registration
- ☐ Articles of Incorporation
- ☐ Partnership Agreement
- ☐ Shareholders’ Agreement

If the deceased had any, please bring the most recent statements, copies of refund cheques, appraisals, inventories:

- ☐ Pension Plans
- ☐ Life insurance policies
- ☐ Refunds (such as tax refunds)
- ☐ Personal effects/household goods including art, jewellery, collections, etc.
- ☐ Loans or promissory notes
- ☐ Prepaid funeral/burial plot
- ☐ Copyrights, patents, trademarks

Beneficiary Information

Name			
Address			
Gender	Female ☐ Male ☐	Relationship to deceased	
Telephone (H)		Telephone (B)	
Email		Telephone (C)	
Minor's DOB		Mentally OK?	Yes ☐ No ☐
Birth Certificate		Share of Estate	

Name			
Address			
Gender	Female ☐ Male ☐	Relationship to deceased	
Telephone (H)		Telephone (B)	
Email		Telephone (C)	
Minor's DOB		Mentally OK?	Yes ☐ No ☐
Birth Certificate		Share of Estate	

Name			
Address			
Gender	Female ☐ Male ☐	Relationship to deceased	
Telephone (H)		Telephone (B)	
Email		Telephone (C)	
Minor's DOB		Mentally OK?	Yes ☐ No ☐
Birth Certificate		Share of Estate	

Name			
Address			
Gender	Female ☐ Male ☐	Relationship to deceased	
Telephone (H)		Telephone (B)	
Email		Telephone (C)	
Minor's DOB		Mentally OK?	Yes ☐ No ☐
Birth Certificate		Share of Estate	

Beneficiaries if there is no Will

When a person dies without a Will (referred to as ‘dying intestate’), the beneficiaries are determined by Ontario intestate succession law. During our meeting, we will review who the legal beneficiaries are. Once the beneficiaries are identified, additional information may be needed. It is very important that all potential beneficiaries be identified including those who may have predeceased.

First sketch a family tree of the deceased. Use the back of this page or a blank sheet of paper. Include spouse, children, grandchildren, and parents. If the deceased did not have a spouse, children, or grandchildren and if both parents are deceased, sketch the family tree to include the deceased’s brothers and sisters (both living and deceased). For any deceased brother or sister, include the children of the deceased brother or sister (in other words, the nieces and nephews of the deceased). Anyone related as a ‘step’ should not be included but ‘half’ relatives should be included, e.g., half-brother.

Legally-adopted children are included. However, children given up for adoption are not included.

After sketching the family tree, review each line below one at a time. If there is anyone of those relationships whether living or deceased, provide their information on the previous page.

If everyone on a particular line is deceased, review the line below and, again, if there is anyone of those relationships whether living or deceased, provide their information on the previous page.

1. Spouse(s), children, grandchildren, great-grandchildren
2. Parents (not including step-parents)
3. Brothers and sisters (do not include in-laws)
4. Children of brothers and sisters

Asset Summary

Bank Accounts	Investments	Real Estate	Vehicles & Vessels	Other
☐Savings Acct ☐Chequing Acct ☐Current Acct Include accounts at banks, credit unions, caisse populaire, etc. Include all sole and joint accounts	☐GIC ☐TFSA ☐RRIF ☐RRSP ☐RDSP ☐RESP ☐LIRA ☐DFPS ☐Annuities ☐Stocks ☐Mutual Funds ☐CSB / OSB ☐Investments	☐Ontario ☐Outside ON Include sole, joint, tenants in common, in trust for	☐ car, truck, motorcycle ☐ boat, atv ☐ bicycle ☐ snowmobile ☐ camper/RV/trailer Include sole and joint	☐HGPE ☐Trust ☐Refund ☐Prepaid funeral ☐Insurance ☐Pensions ☐Superannuation ☐Art ☐Jewellery ☐Business interests ☐Patent/trade mark ☐ _____________

Sole/ Joint	Description	Date of Death Value	Comments