

<b>STEPS TO TAKE AFTER THE PASSING OF A LOVED ONE</b>	<b>DATE</b>
Locate and Register original will with the court where decedent lived and/or owned real property	
Notify Social Security if applicable	
Notify beneficiaries to will or trust and deliver a copy	
Get several copies from the state of the Death Certificate. Make copy and keep one for yourself	
Forward mail w/Post Office if no one at decedents residence	
Secure residence from theft and weather damage	
Contact utilities if need be and save energy	
Check all mail for creditors correspondence and save	
Maintain property taxes, HOA and maintenance fees	
Turn off telephone and television plans	
Inventory, photograph all property, ID numbers, secure valuables	
Check on Landscaping and outstanding contracts for pool, maid, yard etc.	
Notify banks and arrange mortgage payments	
Check for Safe Deposit Boxes	
Freeze Bank Accounts if necessary	
Contact credit card companies	
Make title transfers and payments on cars and keep insurance up to date	
Secure cable and satellite equipment for return	
Collect all mail from possible income sources or investment companies	
Check for insurance for every contingency: Automobile, Homeowner's, residence, business, personal items, life and health	
Make provisions for any pets	
Keep copies of all final medical and funeral bills being paid on hand for court filing	

\*\*\*\* CONTACT LICENSED ATTORNEYS AND REALTORS IF UNSURE HOW TO PROCEED AT ANY TIME \*\*\*\*

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