

ESTATE ADMINISTRATION INFORMATION SHEET

This Information Sheet can be used to begin collecting and thinking about the information that will be required to begin administering the estate of a deceased person where the deceased left a Last Will and Testament (the "Will"), whether or not you are named as the Trustee/Executor in the Will, and whether or not the Trustee/Executor is applying for a Certificate of Appointment of Estate Trustee with a Will.

If the deceased did not leave a Last Will and Testament, please contact us to discuss the estate administration process in this circumstance.

*Don't worry if you are unable to answer some of the questions. We know that it may take some time and assistance to obtain some of the information asked for below. Fill out what you can and we will help you with the rest. **If you need more space, please attach a list of relevant information to this Information Sheet.** This is by no means an exhaustive list of information we will need to help you, but this will help us to assess which avenue(s) in the estate administration process to take and help us to assist you in administering the estate overall. It will be held in the strictest confidence. We will review this information and contact you for review and discussion.*

Please note that for estate administration purposes where the deceased died with a Will, you must obtain the deceased's original Will, including any original Codicils to the Will.

<p>Full name(s) of the Executor(s)/Trustee(s):</p> <p><i>Please write your name as it appears in the Will.</i></p>	
<p>Is/are the Executor(s)/Trustee(s) named in the deceased's Will?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Current address(es) of the Executor(s)/Trustee(s):</p>	

<p>Birth Date(s) of the Executor(s)/Trustee(s):</p>	
<p>Occupation(s) of the Executor(s)/Trustee(s) :</p> <p><i>If retired, please indicate occupation just prior to retirement.</i></p>	
<p>Full name of the deceased:</p> <p><i>Please write their name as it appears in the Will.</i></p> <p><i>If the name was misspelled in the Will, please indicate the proper spelling.</i></p>	
<p>Date of death of the deceased:</p>	
<p>Address of the principal residence of the deceased:</p>	
<p>Where did the deceased die?</p> <p><i>Where applicable, please indicate city/municipality/regional municipality</i></p>	
<p>Birth Date of the deceased:</p>	
<p>Occupation of the deceased :</p> <p><i>If retired, please indicate occupation just prior to retirement)</i></p>	
<p>Do you have a Death Certificate?</p> <p><i>If yes, it is a good idea to obtain many death certificates as you will often be asked to provide them.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>Was the deceased unmarried, married, widowed or divorced just prior to death?</p>	<p><input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> divorced</p>
<p>If married, widowed or divorced, please provide the date of marriage, divorce or death of the spouse.</p>	
<p>What date was the Will was signed?</p>	
<p>Is there an Affidavit of Execution appended to the Will?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Did the deceased execute a Codicil or Codicils to their Will?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If applicable, is there an Affidavit of Execution appended to the Codicil(s)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If applicable, what is/are the dates of each Codicil(s)?</p>	
<p>Are there any <u>specific personal affects</u> left to specific people?</p> <p>If yes, please provide a list of these beneficiaries and the specific items left to them.</p> <p><i>Please write the name(s) of these beneficiaries as they appear in the Will</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Are there any cash legacies left to specific people?

Yes No

If yes, please provide a list of these beneficiaries and the specific cash amounts left to them.

Please write the name(s) of these beneficiaries as they appear in the Will

Are there any special provisions in the Will for certain Real Property (*i.e. cottage, rental property*) dealt with outside of the residue provisions of the Will?

If yes, please provide particulars of the deceased's wishes, including any beneficiaries named therein.

Please write the name(s) of these beneficiaries as they appear in the Will

Who are the beneficiaries of the residue of the estate?

How is the residue divided amongst them?

If there are any Trusts set out in the Will please provide us with details of the Trust(s).

Please write the name(s) of these beneficiaries as they appear in the Will

Please provide a list current address(es) for all the beneficiaries referred to above.

(i.e. - personal affect beneficiaries; cash legacy beneficiaries; special property beneficiaries; residual beneficiaries; Trust beneficiaries.)

Please provide a list of all the deceased's assets and their values on or just prior to the date of death.

For example:

1. Bank accounts: *If the bank account(s) is/are in the deceased's name alone, you should obtain a statement from each financial institution showing the values in each account on the date of death.*

2. Investment accounts: *If the investment account(s) is/are in the deceased's name alone, you should obtain a statement from each financial institution/investment company showing the values of each investment on the date of death.*

3. Real Property: *You will need to obtain: (i) the deed(s) to any real property; (ii) details of any encumbrances on the real property just prior to the date of death (i.e. mortgage values); and (iii) the value of the real property just prior to date of death.*

4. Shares in a Private Company or Companies: *You will need to obtain the minute book for each company and, depending on the circumstances, the value of the shares just prior to the date of death (*please speak to us before obtaining share values).*

5. RRSPs, RIFs, Life Insurance Pension Plans: *Are there designated beneficiaries on the policies themselves? If yes, please indicate who they are if you know their names.*

6. Any other assets of value owned by the deceased – i.e. vehicles, painting collections, jewellery, wine collections, boats, etc.

NOTES: