

## Duties of an executor

**As the executor of someone's estate you have a number of responsibilities and duties. Essentially you are required to disburse the property and finalise the affairs of the deceased according to the instructions in the will, but there is more to it than that.**

If you are the executor of someone's estate your first responsibility is to find the will. You are also responsible for the body and you are to dispose of it as the deceased has specified in the will.

You must obtain a copy of the death certificate, locate the deceased assets, debts and liabilities and apply for probate.

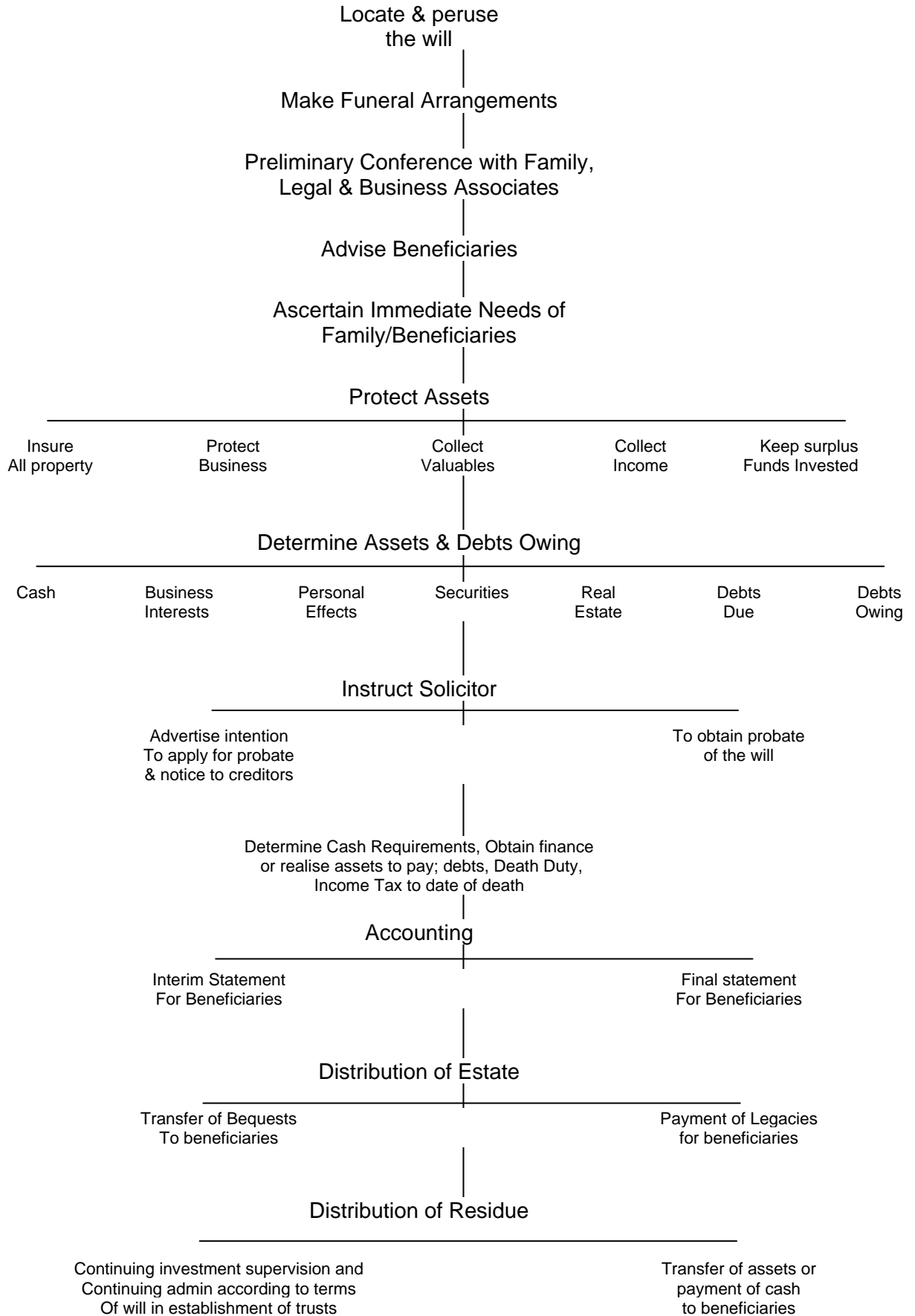
Once probate is granted the next step is to collect the assets and clear any debts. Depending on who holds the assets you will require certain documentation before they will release them to you.

After this you can distribute the estate as the will sets out. Normally personal assets are distributed soon after death. You are required to keep a record of all transactions to prevent problems occurring later on.

Whilst the job of executor is usually a straight forward matter there can be complications. It is suggested that before appointing an executor you ask them if they are willing to do the job for you. It is also wise to talk to a solicitor about the implications that may occur.

**The chart on the next page** is designed to give you a better understanding of the process involved. For more detail contact us as we are able to take you step by step through your duties and assist you in finalising the estate.

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**P.S. Looks Complex! This is why many people request that we act in conjunction with the executor to ensure the estate is handled properly.**