



**Take a breath.** Your job as an executor is to be the heart for your loved one as you close out their life. Immediately after death there are a few important jobs that you need to do.



**Arrange immediate care for children** and/or pets. Long term guardians will be nominated in the deceased's will or will be decided by the court.



**Insure and secure property** and other assets for their full value. If you don't know details of the deceased insurance company arrange a cover note with your own insurer.



**Locate a valid will.** A will determines who has legal authority to make decisions, who is responsible for the care of any children, pets, or business operations, plus details of any funeral directions. Contact us if there is no will or you can't find one.



**Arrange a great send off.** Funeral expenses can be paid using the deceased bank account on presentation of an invoice.



**Contact family,** friends, and other important organisations. If the deceased is receiving Centrelink payments you should notify them as soon as possible to cease payments.



**Pack up rental property or nursing home room.** If the deceased owned their own home there's no need to do anything at this point.



**Make a list of assets and liabilities (debts).** You will need this for the next step in the estate administration process.



**Keep records for any expenses or payments** you make on behalf of the estate to be paid before the estate is distributed.