

## **Executor Checklist (with siblings involved)**

### **Step 1. Authority**

- ☐ • Locate the will (if one exists)
- ☐ • Apply for probate (if required by the court)
- ☐ • Open an estate bank account

### **Step 2. Secure and Protect Assets**

- ☐ • Collect keys, secure the deceased's home, and change locks if necessary
- ☐ • Ensure property is insured and maintained
- ☐ • Collect valuables (jewellery, documents, vehicles, investments, bank accounts)
- ☐ • Keep an inventory of all assets

### **Step 3. Communicate with Siblings/Beneficiaries**

- ☐ • Inform siblings/beneficiaries of your role as executor
- ☐ • Share copies of the will (or explain intestacy rules if no will)
- ☐ • Keep everyone updated on major steps (probate, property sale, distributions)
- ☐ • Be transparent — no decisions behind closed doors

### **Step 4. Gather Estate Information**

- ☐ • Notify banks, superannuation funds, insurers, ATO, Centrelink, etc.
- ☐ • Collect income records, shareholdings, life insurance policies
- ☐ • Prepare a list of debts (mortgage, credit cards, loans, unpaid bills)

### **Step 5. Pay Debts and Expenses**

- ☐ • Pay funeral expenses
- ☐ • Settle outstanding debts and liabilities
- ☐ • Pay tax returns for the deceased and the estate
- ☐ • Keep receipts and records for all payments

### **Step 6. Manage Conflict of Interest Issues**

- ☐ • If a sibling is living in the property: seek agreement on rent or contribution
- ☐ • Get written consent for continued occupation
- ☐ • Avoid personal use of estate funds or property

### **Step 7. Distribute the Estate**

- ☐ • Prepare an estate account (assets, debts, net distribution)
- ☐ • Share the statement with all siblings/beneficiaries
- ☐ • Distribute assets/money according to the will (or intestacy law)
- ☐ • Obtain receipts/acknowledgments from each sibling

### **Step 8. Finalise**

- ☐ • Close the estate bank account
- ☐ • File final tax obligations
- ☐ • Keep records for at least 7 years (in case of disputes)

**Key Principles:** Always act fairly and impartially, keep beneficiaries informed, and avoid personal benefit unless authorised.