SHALLOWAY & SHALLOWAY, P.A.

ELDER AND SPECIAL NEEDS ATTORNEYS

Dedicated to preserving personal dignity and financial security.

PROBATE & ESTATE SETTLEMENT CHECKLIST

The list of items and information below is a standard checklist used by attorneys to obtain information about an estate for purposes of handling probate, filing tax returns, clearing title to real estate, collecting insurance proceeds, and other matters relating to a decedent's property. IF ANY OF THE INFORMATION OR DOCUMENTS REQUESTED ARE LOCATED IN A SAFE DEPOSIT BOX, YOU ARE REQUESTED NOT TO ENTER THE SAFE DEPOSIT FOR THE PURPOSE OF OBTAINING THEM WITHOUT FIRST CLEARING THAT WITH THE ATTORNEY DIRECTLY. Many of the items named or the information requested in the following checklist will not apply to this particular estate and the items not applying may be ignored. Assembling all of the requested information and documents may be a long and difficult procedure; however, you should attempt to locate the documents and assemble all information possible prior tot he first meeting with the attorney to discuss these matters. What cannot be located or learned prior to that can be obtained at a later date. Once the documents have been obtained or the information requested determined, you may use this checklist and cross through that item. You may also cross out items that do not apply to this estate. If you have a question as to whether a certain matter applies or whether certain information pertains, circle it so that you may discuss it with the attorney.

1. Unless the Mini-Master Information List has been previously returned together with a summary of assets., please bring this to the conference.

2. All signed copies of D's wills and codicils (D refers to decedent), D's death certificate and obituary notice.

3. D's military identification number and V.A. identification number, if any, Dates of military service and branch of service and certificate of discharge or separation from service.

4. Income tax returns for the last 3 years for D and D's spouse and D's business or any partnership or trust in which D was a partner, beneficiary, or trustee; State of Florida intangible tax returns (if any) for the last 3 years for D and D's spouse; declaration of estimated tax due (IRS Form 1040 ES) for year of D's death, if filed; all gift tax returns

(IRS Form 709) ever filed D or D's spouse.

5. Titles to all automobiles, boats, airplanes, or other vehicles registered in the name of D or D's spouse, and if subject to lien, the loan number, payment book, and name and address of each lien holder.

6. General description of all personal property owned by D or D's spouse, including livestock, farm products, jewelry, household goods, and personal effects. With respect to jewelry, household goods, and personal effects, itemize only those items of considerable value ($1,000 or more) with the balance being lumped under a general description.

7. Copies of all trusts created by or for the benefit of D or D's spouse and inventory or valuation of each trust, copies of wills, trusts, state and federal inheritance and estate tax returns, and audit adjustments, and orders or reports of distribution for estates of person from whom D inherited property within 10 years prior to D's death.

8. Original stock certificates, bond (except bearer bonds) including Series E or EE Savings Bonds, mutual fund certificates or statements, and all brokers' statements for the past 3 years.

9. Certificates of deposit, savings passbooks or statements, and checking account statements and canceled checks for 12 months preceding death and (when received) for the month of death, and subsequent month as well, and the checkbook stubs for each account on which D was a signatory, whether joint or individual. Copy of the most recent financial statement available for D and D's spouse.

10. Life insurance policies or certificates of group insurance, health or disability insurance policies or certificates.

11. Homeowner's property, fire, jewelry, auto, casualty, liability, theft, and miscellaneous property insurance policies.

12. Real estate and tangible personal property tax receipts for the last 3 years (if any). Deed, contracts for deed, title insurance policies, survey, and contracts for purchase and sale of real estate in which D has an interest.

13. Notes, mortgages, and security agreements payable by D.

14. List of debts owned by D, including funeral bill and available last illness expenses, hospital bill, doctor bills, and all other debts owed by D, including information regarding the name and address of the person to whom the debt is owed, when the debt is due, whether interest is accruing on the debt, and the amount.

15. Notes, mortgages, security agreements, and other debts payable to D or in which D had an

interest, and records of payment for the past 3 years together with the name and address of the debtor, the amount of the debt, the manner in which it is payable, and any interest which it may bear.

16. Financial statements and tax returns of closely held businesses and partnerships and other items relating to value of and income for such businesses and partnerships.

17. Agreements to which D or D's spouse was a party such as leases, partnerships agreements, buy-sell agreements, employment agreements, stock purchase agreements, stock options, pension agreements, profit sharing plans, annuities, franchises, patents, copyrights, leases, and other such agreements.

18. D's occupation at date of death, the name, address and telephone number of the employer, and the person to contact concerning any death or survivors' benefits available. If D was self-employed, D's trade name, business address, telephone number, and federal tax employer identification number for the business. Copies of financial statements for the past 3 years for the business. If retired, give D's former occupation, employer, and nature of business.

19. Marriage certificate, birth certificate for D and D's children, dissolution of marriage judgements, property settlement agreements, the date and place of D's marriage to and name, address, age, and Social Security number of D's surviving spouse and for any prior spouse, including date of termination of prior marriage and whether terminated by death or divorce.

20. Name, address, age, date of birth, marital status and Social Security number of all children ever born to or adopted by D, whether presently living or not, and if not living, death certificate for deceased child and furnish all information previously requested for the living children. If D was married more than once, indicate the other parent of the child or lineal descendant.

21. Club, fraternal, and lodge memberships of D.

22. Names and addresses of all hospitals in which D was confined in the last 3 years, and names and addresses of D's personal physicians and the physicians attending D during D's last illness.

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