



PROMPT LEGAL SERVICES

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INFORMATION REQUIRED FOR PROBATE APPLICATIONS

Deceased' Details

- Full and correct name of deceased: _____ From D/C
- Did the deceased hold any assets under an alias: _____
- Late address _____ From D/C
- Occupation: Retired _____

Executor's Details

- Full name of the applicant: _____ From Will
- Full address: _____ From Will
- eMail: _____ @ _____
- Occupation: _____ From Will
- Date of Birth: ____/____/____
- Relationship to the deceased: Son Daughter Wife Husband Other _____

Checklist of required items

- Full Death Certificate (*will take 4-6 weeks from date of death*);
- Will (or the name of the solicitors who hold the original);
Solicitor Holding original Will: _____
- The Executors tax file number (TFN). _____

Assets

- A copy of any bank account statement or passbook; _____
- A copy of share certificates or dividend statements;
- A copy of a Centerlink correspondence;
- A copy of any Titles;
- A copy of correspondence detailing any accommodation bonds; _____
- An estimate of household furniture and personal goods; _____
- Details of any Vehicles the deceased held in their name;
- Does the deceased have any insurance policies?
- Does the deceased have any superannuation? _____
- Evidence of any other Assets the deceased held in their name.

Liabilities

- A copy of any Credit Card statement;
- A copy of any loans;
- Any other liabilities the deceased held.

Disbursements

	Estate Value	Lodgement Fee	Advertising Fee	Total
<input type="checkbox"/>	<\$550k	\$60.70	\$26.00	\$86.70
<input type="checkbox"/>	<\$1m	325.10	\$26.00	\$351.10
<input type="checkbox"/>	<\$2m	\$606.90	\$26.00	\$632.90
<input type="checkbox"/>	<\$3m	\$1,329.40	\$26.00	\$1,355.40
<input type="checkbox"/>	>\$3m	\$2,051.90	\$26.00	\$2,077.90

- "A guide for executors"