

A GUIDE TO ADMINISTERING AN ESTATE



● 2-4 WEEKS ●



- Review the Will and all estate assets

● 6-12 WEEKS ●



- Gather and value the assets and liabilities of the deceased

● 12-14 WEEKS ●



- Complete and submit an Inland Revenue Affidavit to the Probate office

● 4-6 WEEKS ●



- Send the Grant of Probate to the banks and life assurance company to release funds

● 4-6 WEEKS ●



- Finalise accounts and pay beneficiaries

Pre-Consultation Checklist



Please bring with you:

1. Death certificate.
2. Funeral and wake receipts.
3. Original Will.
4. House Deeds.
5. PPS number of the deceased.
6. Fair Deal number of the deceased.
7. Bank account, an Post, Credit Union details.
8. Life policy details.
9. Photo ID for all Executors.
10. Proof of address for all Executors.
11. PPS number for all Executors.
12. Addresses for all beneficiaries.
13. PPS numbers of all beneficiaries.
14. Payment on account €300.

BIC	AIBKIE2D
IBAN	IE79 AIBK 9320 9484 9741 47
BRANCH	AIB, Dyer St., Drogheda, Co. Louth
NAME	Madden Law Client Account

Notes
