

UPON THE DEATH OF A LOVED ONE CHECKLIST

1. Make the decedent's assets and home physically secure, terminate all home deliveries if necessary, and arrange for security at decedent's place of business.
2. With regard to decedent's business, make arrangements for the ongoing operation of the business, if appropriate.
3. Notify the decedent's clergyman of the death, if he is not aware of it, before funeral arrangements are made.
4. Discuss donation of body organs.
5. Make funeral arrangements. Begin by contacting funeral director.
6. Ascertain who should be notified immediately of funeral arrangements.
7. Obtain the deed to the cemetery plot and verify the decedent's right to burial there.
8. Prepare the decedent's obituary for placement in newspaper.
9. Consider whether autopsy should (or as required by law) be performed.
10. Make arrangements for any surviving minor children.
11. Consider "grief" counseling for any family member who may need it.
12. Is adequate cash available for immediate needs of family members or business requirements?
13. Keep careful records of all funeral and related expenses incurred.
14. Determine what, if any, debts and other obligations must be paid immediately or in the near future.
15. Arrange for immediate care of decedent's pets, plants, and other perishable property.
16. Ascertain current status of all assets.
17. Make certain that adequate liability and loss insurance coverage is in force to protect all assets and persons concerned.
18. Arrange for decedent's mail to be handled securely and, if necessary, direct post office to withhold delivery until executor has been named.
19. Make contact with decedent's bank. Authorize the decedent's bank to continue to honor all checks issued prior to death.
20. Arrange to preserve all of the decedent's important papers and documents.
21. Make search to locate Will.*
22. Determine existence of any prenuptial agreement.
23. Make application for Social Security death benefit.

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