



LEAVE THE KEY
PROBATE SERVICES



55 POINT ESTATE SETTLEMENT CHECKLIST



Welcome & Congratulations,

Write a brief introduction here. Tell them how can they get the most out of this lead magnet? What results can they expect? What should they do if they have questions or want more support?



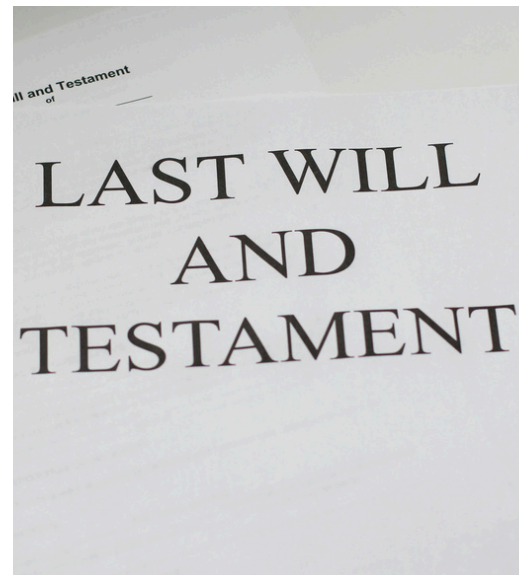
Enjoy!

Ben Wagner, Leave the Key Probate Services



Collect Your Documents

- All trust and will documents
- Death certificate
- Titles & deeds for property, vehicles etc.
- Stock certificates
- Life insurance policies
- Bank and retirement accounts
- Docs for outstanding loans and liens
- All password information for accounts



Having trouble finding these docs?

Having these documents at-hand will make the probate process much easier. Although, tracking down these document can be tricky. Here are a few places our clients find these documents:

Safety deposit boxes

Dig through email & phones

Attics & basements

Accountants for tax returns

Computer folders

Storage units

Credit reporting agencies

Credit reporting agencies

DMV & gov. records

Mail, particularly financial institutions

Financial management software

Cloud storage



HIRE A PROBATE ATTORNEY

- Conduct due diligence and interview attorneys
- Review the will and documents with your selected attorney
- Determine with your attorney whether probate is necessary
- Work with your probate attorney on a timeline and next steps
- Sign engagement letter and clearly understand fee structure



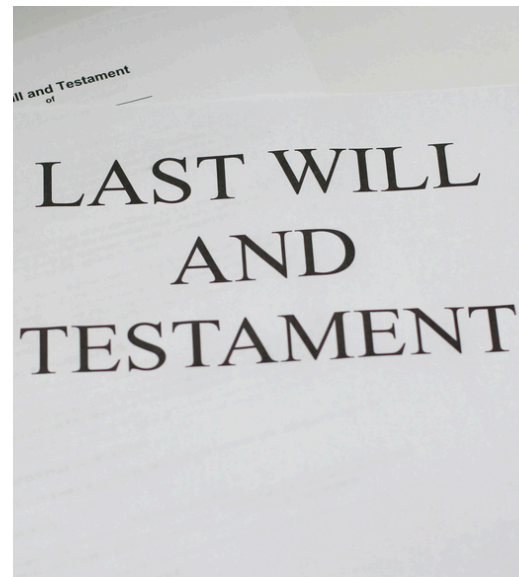
NOTIFY BENEFICIARIES

- Contact any beneficiaries named in the will
- Inform beneficiaries of their inheritances
- Let beneficiaries know that they can disclaim benefits



Inventory Valuation

- Inventory all assets owned by the decedent
- Determine value of assets at time of death
- 6mo after death, alt valuation may be used
- File Inventory with Probate Court
- Obtain approval of assets from Probate Court
- Maintain detailed records of the inventory valuation process
- Consult your accountant for any assets that have tax considerations



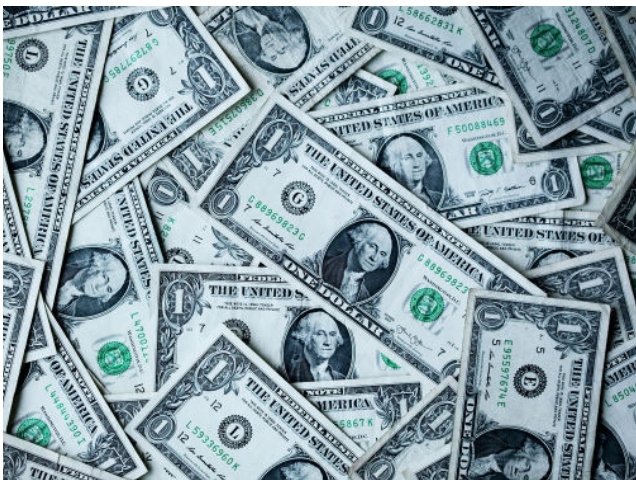
What information do I need about inventory?

1. **Asset Inventory:** This includes a comprehensive list of all the assets owned by the deceased at the time of their passing.
2. **Valuation of Assets:** You'll need to provide the estimated value of each asset listed in the inventory.
3. **Ownership Documentation:** You may need to provide documentation proving ownership of the listed assets, such as property deeds, vehicle titles, bank statements, investment statements, and any relevant contracts or agreements.
4. **Date of Acquisition and Cost Basis:** For certain assets, it may be necessary to provide information about when the asset was acquired and its cost basis.



Assets & Debts

COMMON ASSETS & DEBTS TO LOOK CHECK



COMMON ASSETS

- Bank accounts and certificates of deposit
- Stocks bonds and mutual funds
- Retirement accounts
- Real estate
- Personal belongings including heirlooms, jewelry, art etc.

COMMON DEBTS

- Mortgages
- Vehicle loans
- Credit card debt
- Personal loans
- Unpaid bills (including utilities, medical bills etc.)



Tax & Banking

- Obtain an EIN number from the IRS for the estate
- EIN numbers can be created [here](#)
- Choose a preferred bank to open an account for the estate
- Bring a copy of the death certificate, EIN and legal appointment paperwork
- You will use the newly formed bank account to pay bills and conduct business as the executor
- A bank account helps avoid co-mingling of funds

How can the executor use the bank account?

1. **Consolidation of Funds:** Opening a bank account for the estate allows the executor or administrator to consolidate the deceased's funds from various sources.
2. **Receipt of Income:** The estate may also receive income during the probate process.
3. **Distribution of Assets:** Once all debts, expenses, and taxes have been paid, the remaining assets of the estate are distributed to the beneficiaries according to the deceased's will or state laws.
4. **Legal Compliance and Accountability:** Opening a bank account specifically for the estate helps ensure legal compliance and accountability during the probate process.



Securing Assets

A FEW THINGS TO TO MAKE A HEALTHY TRANSITION



- Change locks on properties, storage units, & offices.
- Make sure cars are safely stored and locked
- Relocate important items into safes and bank deposit boxes
- Redirect mail to the executor and/or select beneficiaries
- Secure financial records of the deceased including investment & retirement accounts, tax returns deeds, titles, and insurance policies.
- Stop any services that are unnecessary (internet, cell phone, utilities, etc.)
- Switch property insurance to a vacant policy, if needed
- Reduce mileage allowance for cars or file for planned non-operation
- Hire a estate cleanout service for anything that does not need to be secured



Probate Sale

LIQUIDATE THESE ASSETS IN ACCORDANCE WITH THE WILL AND INTESTATE LAWS

- | | |
|--|---|
| <input type="checkbox"/> Real estate; residential, commercial & vacant land | <input type="checkbox"/> Intellectual property including copyrights, trademarks, patents and royalties |
| <input type="checkbox"/> Vehicles, motorcycles, boats, RV's | <input type="checkbox"/> Business interests like sole proprietorships & ownership in business assets |
| <input type="checkbox"/> Home goods including furniture, appliances, electronics, clothing | <input type="checkbox"/> Any unclaimed property that belong to the deceased including forgotten bank accounts or safety deposit boxes |
| <input type="checkbox"/> High value items including jewelry, artwork, antiques, collectibles | |

The probate sale marks the end of the formal probate process

For family members and loved ones of the deceased, a probate sale can symbolize closure and the beginning of a transition period. It marks the end of a chapter in their lives and the process of letting go of material possessions associated with the deceased. This can be emotionally challenging but is an essential step in moving forward and adjusting to life without the departed individual.

From a financial perspective, a probate sale is necessary to settle the debts and expenses of the deceased's estate. Proceeds from the sale of assets may be used to pay off outstanding debts, cover administrative expenses, and distribute inheritances to beneficiaries. It's a practical step in ensuring that the estate's financial affairs are properly managed and resolved.



LEAVE THE KEY
PROBATE SERVICES

If you're just starting out in the probate process, you now have a better understanding of what's ahead.

If this seems overwhelming or too time consuming, we have the FREE solution for you...

LEAVE THE KEY OFFERS A NO-COST CONCIERGE PROGRAM

Speak with Larry and Ben, father-son duo that co-founded Leave The Key.

They're probate pros with over 30 years experience and will hold your hand through the entire process.

They'll make referrals to probate attorneys, estate clean-out services and walk you through the probate sale.

[Book a free Consultation!](#)

Just ask a few of our recent clients:



Positive experience. Was skeptical at first but after speaking with Larry on the phone I was relieved and glad I spoke with him. He was knowledgeable and genuinely wanted to help answer questions we had regarding my mom's estate. Thank you so much!!

Jeannae Filippi



So very pleased to have dealt with Larry and Leave The Key Probate. Larry made the process of selling my aunt's home easy. Larry and Leave The Key Probate Handled everything and made a difficult process easy. Thank you again 😊

Wendyne Lauritsen



There are no words to express how grateful I am for Leave The Key. Their level of humanity, ethics, and professionalism is on a class of its own. Truly unparalleled service in the industry. More than thankful, I am blessed to have crossed paths with Larry Wagner.

Eileen