

How to Prepare your Listing of the Estate Assets and Liabilities

These suggestions are for general purposes only and may not all apply to the estate that you are administering. Please contact our office if you have any questions.



Sandra Abley
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- Arrange with the deceased's bank to view and list the contents of the safety deposit box
- Record all the expenses you incur in doing your job as executor, including funeral expenses
- List all the banks where the deceased had accounts or loans. Include the account numbers. For each account, request the balance and the interest accrued to the date of death. Collect any bank books or statements of account, and have them posted up to the date of death. Note that accounts may include term deposits, Registered Retirement Savings Plans, Tax Free Savings Accounts and Registered Retirement Income Funds
- List all securities, stocks, or bonds owned by the deceased. Obtain the market value at the date of death
- List all real estate which the deceased owned alone or with others. Also list any mortgages or agreements for sale that the deceased held or owed. Provide the full addresses of all property. Have appraisals done, as of the date of death, on any properties that were not jointly owned
- List all estate income that will be received after the date of death. This may include cheques that have not been received or deposited from pensions, deferred profit sharing plans, dividends, interest, salary, or any repayments or refunds due to the deceased
- List any business assets or shares in a company owned by the deceased. Obtain appropriate valuations
- Identify all people and businesses who owed money to the deceased. Provide any details you can of the nature of the debt and the amount owing

- List any other assets, including cars, boats, household goods, jewellery, cameras, and other personal effects. Provide descriptions including serial numbers, if possible. Include estimated values
- List any agreements or court orders to which the deceased was a party, or under which the deceased was liable. This might include divorce decrees, maintenance orders, marriage agreements, Court orders, guarantees, buy-sell agreements, partnership agreements, leases, employment contracts and insurance owned by the deceased on the life of another
- Uncover the deceased's digital assets (PayPal accounts, cryptocurrency, websites/social media that generate revenue, iTunes, reward programs, etc.)
- List all outstanding debts and liabilities of the deceased

Sandra is Associate Counsel with Harper Grey practising with our Wills & Estates and Business Law Groups. Her practice is focused on wealth management and preservation. Please contact her if you have any questions. Please contact her if you have any questions.

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