



# Renaissance Legal

## ESTATE ADMINISTRATION QUESTIONNAIRE

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# Estate Administration Questionnaire

It will save us a considerable amount of time if you can complete this questionnaire and get together all of the papers mentioned.

The questionnaire is intended to be completed by the person(s) administering the estate. This person is called the Executor or Administrator.

The questionnaire is rather lengthy but you will find that a number of questions are not applicable to this estate. Where a question is not applicable could you please mark the answer 'not applicable'.

The more information you can give us at this stage, the sooner we will be able to access the deceased's assets and begin to administer the estate. Please do not hesitate to telephone us on any areas of difficulty. The information in this form will be used as the starting point for acting on your behalf so please be as accurate and detailed as possible. If there is insufficient room for answers beside the questions then please attach additional sheets referring to the question number.

## A. **GENERAL**

- A.1 (a) Full name of deceased.
- (b) Was the deceased known by another name, or did he/she hold any assets in another name? If so, please specify that name.
- A.2 (a) Home address of the deceased.
- (b) Business address (if any).
- A.3 (a) Date of birth.
- (b) Date of death.
- A.4 Place of death.
- A.5 We will need one original registrar's copy of the Death Certificate for each asset held. These can be purchased from the Registrar of Births, Deaths and Marriages at the time the death is registered. Please state how many Death Certificates are needed.

A.6 Description or occupation of deceased (please also state whether single, married, widowed or divorced).

A.7 Domicile of deceased at the date of death. If the deceased was resident in this country at the date of death and so far as you know intended to remain in this country he/she will almost certainly be domiciled here. However, please let us know if the deceased:-

- (a) was born in a foreign country;
- (b) was resident in a foreign country at any time during his/her life;
- (c) had assets abroad;
- (d) had parents who lived abroad or were of another nationality;
- (e) had indicated that he/she intended to live in any other country in the future.

A.8 If the deceased left a Will (and codicil(s)) please supply the following details (if these are not exactly as in Will or Codicil(s)):-

- (a) where is it/are they and may we have it/them please (by recorded delivery or by hand);
- (b) Full names, addresses and occupations of the Executors. If any are under 18, please give date of birth - or, if any have predeceased the deceased, the date of death;
- (c) Relationship (if any) of Executors to deceased;
- (d) If the address for the deceased as shown in the Will is not the same as the deceased's last address, please state what happened to the property referred to in the Will;

- (e) If any items referred to in the Will are no longer part of the deceased's estate, please state why these items are not included;
  - (f) Full names and addresses of beneficiaries. If any are under 18, or under any other relevant age mentioned in the Will, give date of birth.
- A.9
- (a) Please let us know if the deceased had any of the following relatives and, if so, the names of them all and dates of death of those who have died:
    - (i) Husband/Wife;
    - (ii) Former husband/wife who has not remarried;
    - (iii) Parents;
    - (iv) Brothers and sisters;
    - (v) Children - please give dates of birth of any who were under 18 years at the date of death;
    - (vi) Grandchildren - please give dates of birth of any who were under 18 years at the date of death.
  - (b) Did the deceased leave any other person whom he/she treated as a child of the family?
  - (c) Did the deceased have any illegitimate children?
  - (d) Was the deceased co-habiting with anyone prior to his/her death? If so, please provide his/her full name.
  - (e) Was the deceased maintaining anyone prior to his/her death? If so, please provide their full name,

address and relationship to the deceased.

A.10 Please let us have the deceased's:

- (a) Passport;
- (b) Medical card;
- (c) Driving Licence

if they can be found and have not already been surrendered to the appropriate authorities.

A.11 Was there anyone acting on the deceased's behalf under an existing Power of Attorney or Deputyship Order issued by the Court of Protection? If so please could we have details and see copies.

A.12 Is there anyone that you would like us to notify of the deceased's death apart from debtors and creditors? If so, please give details.

A.13 Please let us have the deceased's National Insurance Number.

B. **ASSETS**

B.1 Amount of cash "in house" i.e. in the deceased's home or pockets or handbag, etc.

B.2 (a) Name and address of Bank and/or Building Society (if any).

(b) Type(s) of account(s) and relevant account numbers.

(c) Details of any account(s) in the name of anyone acting for the deceased under a Power of Attorney or Court of Protection

order. If you were the Attorney or Deputy please authorise the bank to release details of the Attorney or Deputy account to us.

- (d) Please pass to us unused cheques and cash cards for cancellation.

B.3 Please supply details of stock and shares, including the precise denomination and the number of shares held unless the deceased employed a stockbroker (see B.4). Please also pass to us the relevant certificates.

B.4 Did the deceased employ a firm of stockbrokers, or is any particular firm to be employed for the valuations and dealings? Were any investments held in a nominee name?

B.5 If any shares are held in private companies, if possible please give the Registered Office and the name and address of the company accountants or other person who can give information and a valuation of the shares.

B.6 Please supply details of:-

- (a) Any policies on the deceased's life, whether effected by him/her or not;

Who paid the premiums?

- (b) Any other policy under which money becomes payable because of his/her death;
- (c) Any policy on the life of another from which the deceased is entitled to benefit, but which remains in force after his/her death;

- (d) National Savings Bank accounts;

- (e) National Savings Certificates, Income Bonds etc;
- (f) Premium Savings Bonds;
- (g) All other investments including foreign investments.

B.7 Details of any annuity, salary, pension or gratuity -

- (a) paid to the deceased during his/her lifetime?
- (b) which becomes payable to any person, other than under his /her Will, in consequence of his/her death apart from the State Pension;
- (c) Is a lump sum payable under a pension scheme or personal pension policy as a result of the deceased's death? If so, is it payable to the deceased's personal representatives or was the deceased able to bind the pension trustees to make payment to a person named by the deceased or did the deceased sign a non-binding letter of wishes addressed to the trustees of the pension scheme? If either of the first two options applies, please state:-
  - (i) the name of the pension scheme provider;
  - (ii) whether the scheme or policy is approved for Income Tax purposes;
  - (iii) the amount of the lump sum payment;
  - (iv) the name of the person who received the lump sum payment.

- (d) Did the deceased, within two years of the death, dispose of any of the benefits payable under a pension scheme or make any changes to the benefits to which they were entitled under a pension (e.g. by taking early pension or by reducing the level of income draw down).

B.8 Please detail all benefits (means tested or not) which the deceased was receiving or had applied for at the date of his/her death.

B.9 Please forward to us all policies, certificates, passbooks and pension books. If not available please indicate where they may be found.

B.10 (a) Please supply us with an estimated value of the deceased's:

- (i) clothes and personal belongings;
- (ii) jewellery - please supply a list of any important items or individual items worth in excess of £500;
- (iii) furniture, silver and other household effects - please supply a list of any important items or individual items worth in excess of £500;
- (iv) motorcar, giving make and model, year of manufacture and mileage.

(b) If any items other than those passing to the deceased's spouse or civil partner are individually thought to be worth over £500 it may be necessary to give instructions for a professional valuation to be carried out. Please advise if any particular firm would be preferred for this purpose.

- (c) Are the personal possessions mentioned above properly insured? Please give the name and address of the insurance company and agents, and the policy number. If possible please pass to us the policy.
- (d) If any personal possessions have already been sold, please state gross proceeds of sale and a description of the items sold.

- B.11
- (a) Was the deceased entitled to the income from any Settlement or Will Trust?
  - (b) Was the deceased entitled to any interest in a Settlement or Will Trust expectant upon the death of another person or on any other event?

If the answer to either of the above questions is 'Yes', please provide:

(i) the full name of the person who created the Settlement or Will Trust?

(ii) the date the Settlement was created, or date of death of the person who created the Will Trust?

(iii) the names of the trustees and the name and address of any professional advisors?

(iv) details of the assets within the Settlement or Will Trust?

- B.12
- (a) Please let us have details of any business in which the deceased was a shareholder, partner, director or sole owner and the names and addresses of the professional advisers to the business(es).

We will need to obtain a value of the deceased's business interest(s). We might also need to establish the Inheritance Tax treatment of the business interest(s).

- (b) Had the deceased entered into a contract to sell the business interest(s) or any part of it?
- (c) We will need to see a copy of the Partnership Agreement and Memorandum and Articles of Association, if any.

B.13 Was the deceased entitled to a legacy or share in the estate of someone who predeceased the deceased?

If so, please provide:

- (a) The full name of the person who predeceased the deceased and the date of death;
- (b) Details of the deceased's entitlement from the other estate.

B.14 Please let us have details of any freehold or leasehold properties or land in which the deceased had an interest including:-

- (a) The full address.
- (b) The extent of the interest(s).
- (c) The approximate value(s). If you are unable to estimate a value it may be necessary to give instructions for a professional valuation. Please advise if any particular firm would be preferred for this purpose.
- (d) Details of any tenancies to which the interest(s) are subject.
- (e) In respect of each interest, whether the interest is fully insured. Please let us know the names and addresses of the

insurance companies and brokers and the policy numbers.

- (f) Were any of the properties subject to any damage that may affect their value?
- (g) Do you intend to sell any of the interests within 12 months?
- (h) If the properties are empty, please let us have details of the key holder.

B.15 Had the deceased lent any money which is still owing? If so, please let us know:

- (a) The name and address of the borrower (and relationship to the deceased, if any);
- (b) The original amount;
- (c) The amount of capital outstanding at date of death;
- (d) Whether security was given;
- (e) The rate of interest;
- (f) The date of the original loan;
- (g) The date to which interest has been paid;
- (h) Please provide any written evidence of the loan.

B.16 Joint Assets:-

Please provide the following details about any assets owned by the deceased jointly with another person or persons;

- (a) Who is the other joint owner?
- (b) When did the joint ownership begin?
- (c) How much did each joint owner provide to acquire the asset?

- (d) Who received the income or interest, if any?
- (e) Who received the benefit of any withdrawals from bank or building society accounts, if any?

- B.17 If the deceased nominated any assets to any person, please describe the assets and their value.
- B.18 Are there any claims submitted or to be submitted in respect of any medical insurance, e.g. BUPA?
- B.19 Details of any other assets of the deceased. Please use a separate sheet if necessary.

C. **FOREIGN ASSETS**

Please supply details of any property, accounts, shareholdings or other assets maintained by the deceased outside England and Wales - and any foreign liabilities.

D. **DEBTS**

- D.1 Please supply the name and address of the Funeral Director together with the estimated amount of the funeral expenses.

The Funeral Director may be asked to send his/her account direct to us.

- D.2 Please supply a list and details of the outstanding accounts or debts due from the deceased at the date of his death, e.g. household bills, such as gas, electricity, Council tax, etc.

Please send any bills to us and indicate if you feel they particularly deserve early discharge.

D.3 Did the deceased borrow money upon any security?

D.4 Did the deceased owe any debts to close friends or family? Please supply details and any written evidence.

D.5 Do you wish to advertise for creditors of whom you may not be aware? We would strongly advise you to do so. If you do not do so, and creditors are subsequently discovered after distribution of the estate has been made you could be personally liable to repay the debt. Where we are the Executors, we will do this as a matter of course.

D.6 Did the deceased hold any Shopping Cards, Cheque Guarantee Cards, or other Credit Cards (e.g. Access, Barclaycard, American Express)?

If so:-

(a) Have the card(s) been surrendered?

(b) What are the account no(s)?

(c) Is any sum outstanding?

D.7 (a) Did the deceased enter into any Deed of Covenant which was still in existence at the time of his/her death (e.g. with charities)?

(b) Was the deceased paying regular subscriptions to any body or organisation at the time of his death (e.g. BUPA, professional associations)?

(c) Was the deceased on any mailing lists so far as you are aware?

If the answer to any of the above questions is yes, please give full details.

E. **INCOME TAX**

E.1 Did the deceased make any annual Return or Claim for Repayment? If so, please let us know:

- (a) Who prepared the Return or Claim. Please give their name and address.
- (b) Up to what date the last Return was made or repayment recovered, and please provide relevant copies?
- (c) The address of the tax office and the Income Tax reference or Self Assessment reference.
- (d) Details of any known Capital Gains or Losses.

F. **INHERITANCE TAX**

F.1 Did the deceased make any gifts on or after 18 March 1986?

If so, please let us have details of the recipient of the gift, the date the gift was made, the subject matter of the gift and the value at the date of gift.

NB. A gift to a spouse or civil partner does not need to be reported in detail, unless the spouse or civil partner was not domiciled in the UK, in which case full details are necessary.

F.2 Did the deceased make any gift after 17 March 1986 from which he/she reserved a benefit? (e.g. he/she might have gifted a property but retained the right to visit it, or gifted a painting but kept it hanging in his/her home). Please give details.

F.3 Did the deceased release any life interest in (or otherwise allow capital to leave) a trust of which he/she was a life tenant

during the 7 years preceding his/her death?

If so, please give details.

F.4 Did the deceased pay any premium on a life insurance policy for the benefit of someone else, other than the deceased's spouse or civil partner? If so, please give details.

F.5 Did the deceased create any Trust or Settlement during his/her lifetime?

If so:

(a) who are the present trustees and who are the professional advisers to the trust?

(b) please supply a copy of the relevant trust deed.

F.6 If you are aware that the deceased corresponded with HM Revenue & Customs at any time, please let us have the reference number?

**NAME:** .....

**SIGNED:** .....

**DATE:** .....

