

DECEASED ESTATE ADMINISTRATION DOCUMENT CHECKLIST:

Make sure you have the following documents available:

- ☐ Original Death Certificate
- ☐ Original Last Will and Testament (if applicable)
- ☐ Original Identity document and passport
- ☐ Original Marriage Certificate (or certificate of registration of customary marriage)(if applicable)
- ☐ Original Antenuptial Contract (if applicable)

  Former spouse(s) details, if divorced:
  - ☐ full names and contact details
  - ☐ copy of divorce order
  - ☐ copy of divorce agreement

  Predeceased spouse(s) details (if applicable)
  - ☐ full names
  - ☐ copy of death certificate
- ☐ Master's office where estate was reported
- ☐ Full names of the deceased's parents
- ☐ Details of the deceased's children (including deceased children), including their marital status.

  Fixed properties:
  - ☐ original title deeds or safe custody receipts
  - ☐ most recent home loan statements
  - ☐ current lease agreements
  - ☐ rates and/or levy statements
  - ☐ details of any credit life cover
  - ☐ capital gains tax valuations
  - ☐ proof of insurance

  Motor vehicles:
  - ☐ registration certificates
  - ☐ recent statement in respect of any finance
  - proof of insurance
- ☐ Recent credit card account statements (including the card itself)
- ☐ Recent bank statements and ATM cards for all accounts
- ☐ Original policy documents in respect of any life assurance, endowments and/or annuities
- ☐ Original firearm licenses and details of all ammunition held (if applicable)
- ☐ Details of all funeral expenses
- ☐ All medical accounts
- ☐ Recent retail store account statements
- ☐ Recent loan account statements
- ☐ Credit agreements and recent statements
- ☐ Telkom account
- ☐ Deceased tax number

Contact us at

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