



ARTHUR BROWNE & ASSOCIATES

What To Do When A Loved One Dies

Steps To Take If Administering The Estate Yourself

Immediate Actions

1. Notify Family and Friends: Inform close family members, friends, and relevant parties.
2. Care for Dependents and Pets: Make arrangements for children, elderly dependants and pets, if any.
3. Notify employer or employees.
4. Secure Property: Ensure the deceased's home and property are secure.

Funeral Arrangements

1. Contact a Funeral Director: Engage a funeral home to discuss and arrange funeral services.
2. Decide on Burial or Cremation: Based on the deceased's wishes or family preferences.
3. Arrange the Funeral Service: Schedule date, venue, and further details of the service. Some simple things to start thinking about:-
 - a. Songs you would like to play;
 - b. Poems to read;
 - c. Photos to be shown.
4. The funeral costs: depending on the deceased's banking i.e. if they hold an account just in their name and you take the funeral invoice into a local branch, they may be able to pay the invoice directly from that account. Alternatively, if a person is required to pay the invoice out of their own pocket they would be entitled to be reimbursed from the estate (if there are enough funds available).
5. Obituary: Prepare and publish an obituary in local newspapers and online (optional).
6. Obtain a Death Certificate: the funeral home will arrange for the death certificate to be posted to you after the funeral – this can take around one (1) month. You can request that this be posted directly to us if you provide the funeral home with our postal address – Arthur Browne & Associates, PO Box 1357, Townsville QLD 4810.

Managing the Deceased's Affairs

There is generally no need to rush when dealing with the deceased's affairs. Grief is difficult and you should take your time. Lean on family and friends to help you where you can.

1. Locate the Will: Identify if there is a Will and locate it.



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2. Contact the Executors: Notify the executors named in the Will.
3. Contact Arthur Browne & Associates: contact our office to advise us of the passing of your loved one and determine if you need immediate assistance or if you can book in an appointment at a date further down the line.

If you engage our office to act on your behalf we can assist with the following stages depending on what work you engage us to complete.

1. Notify Appropriate Agencies: Inform governmental agencies, including Medicare, Centrelink, and the Australian Taxation Office.
2. Notify Financial Institutions: Contact banks, insurance companies, and other financial institutions.
3. Close Accounts and Cancel Subscriptions: Cancel or transfer utilities, email accounts, memberships, and subscriptions.
4. Superannuation and Life Insurance: Claim any available superannuation and life insurance benefits.

Legal and Financial

1. Apply for Probate: If required, apply for probate through the appropriate court.
- OR**
1. If there is no Will, Apply for Letters of Administration: If required, apply for Letters of Administration through the appropriate court.
 2. Manage Debts and Liabilities: Identify and settle any outstanding debts and liabilities.
 3. Distribute Assets: Distribute assets according to the Will or the laws of intestacy if no Will exists.

Finalising Affairs

1. Tax Return: Prepare and lodge the deceased's final tax return.
2. Personal Belongings: Sort through and manage the deceased's personal belongings.

Support and Self-Care

1. Seek Support: Engage with grief counselling and support services if needed.
<https://www.grief.org.au/>
<https://www.qld.gov.au/health/support/loss/coping>
<https://www.lifeline.org.au/>