



What To Do When A Loved One Dies

Steps To Take If Using A Lawyer To Administer The Estate

1. Provide the funeral home with our postal address for the death certificate – Arthur Browne & Associates, PO Box 1357, Townsville QLD 4810.

The funeral home will arrange for the death certificate to be posted directly to you after the funeral – this can take around one (1) month. If you provide the funeral home with our address, the death certificate will be posted to us instead, as your representative.

2. Telephone (4772 2811) or email (mail@arthurbrowne.com.au) to advise us of the passing of your loved one. If we hold their original Will we will locate this and hold it until you are ready to deal with the estate.

The executor - or if there is no Will - the administrator, is the only person we can take instructions from regarding the estate. If you are neither the executor nor the administrator, you may have other rights in relation to the estate and you can book an appointment with us to discuss this.

3. Gather important documents to provide to us and information regarding the deceased's assets and liabilities including but not limited to:-

- The funeral invoice;
- A rates notice or details of any residential/commercial properties and who is on the title;
- Bank account statements and details about who owns the account e.g. are they solely owned or joint accounts.
- Details or any superannuation or life insurances;
- Details of any home or car insurances;
- Any outstanding bills e.g. Telstra;
- Details of any businesses, companies or trusts the deceased was a part of;
- Copies of trust deeds (if applicable);



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- Contact details of the executor and any beneficiaries or persons who might have a claim on the estate (a spouse, dependant or child, even if they are estranged);
- Accountant's details.

If you are unable to gather the above information that is fine, we can still have an initial meeting with you to direct you along the right path for dealing with the estate.

4. Book in your first telephone appointment or in person meeting with our estate administration lawyers.
 - What to bring: your driver's licence, passport and Medicare card (or other forms of ID to meet 100 points) and as many of the documents above you can provide.