

A GUIDE TO ADMINISTERING AN ESTATE



● — 2-4 WEEKS — ●



- Review the Will and all estate assets

● — 4-6 WEEKS — ●



- Gather and value the assets and liabilities of the deceased

● — 1-2 WEEKS — ●



- Complete and submit the S.A 2 on ROS and post the application to the probate office

● — Approx. 12 WEEKS — ●



- The probate office reviews the application and issues a Grant of Probate

● — 4-6 WEEKS — ●



- Send the Grant of Probate to the banks and life assurance company to release funds

● — 2-4 WEEKS — ●



- Send the documents into the Land Registry to change the ownership of any property held

● — 4-6 WEEKS — ●



- Finalise accounts and pay beneficiaries. Close all accounts

Checklist



The following documents are required, although not all are required for every circumstance:

1. Death certificate.
2. Funeral and wake receipts.
3. Original Will.
4. House Deeds.
5. PPS number of the deceased.
6. Fair Deal number of the deceased.
7. Bank account, an Post, Credit Union details.
8. Life policy details.
9. Photo ID for all Executors.
10. Proof of address for all Executors.
11. PPS number for all Executors.
12. Addresses for all beneficiaries.
13. PPS numbers of all beneficiaries.
14. Date of birth for all beneficiaries.
15. Photo I.D. for all beneficiaries.
16. Proof of address for all beneficiaries.

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maddenlaw
LEGAL SERVICES & SOLUTIONS

Madden Law,
Third Floor,
The Bryanstown Centre,
Dublin Road,
Drogheda,
Co. Louth

E: shona@maddenlaw.ie

T: 041 980 3336

maddenlaw.ie