

# 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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