

Jose A Perez

Probate Specialist

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Month 1

READ WILL

Secure Personal Property. IdentifyExecutor. Talk to Beneficiaries. Get Death Certificates. Accumulate documents and bills.

Month 3

Visit Accountant

- · Do preliminary inventory.
- · List Assets to be sold.
- · Inventory safe deposit box.
- · Update Beneficiaries.

Month 5

Accountant to prepare Asset inventory,

- Federal Estate Return 706.
- Review PR Compensation with Attorney.

Month 7

Meet with Lawyer and Accountant to Review all pending issues.

- Pay Bills.
- Update prices alternative valuations.

Month 9

Distribute Assets to beneficiaries.

- File Petition for Discharge.
- Close Estate.

9 MONTH TIME LINE

*ACTUAL TIMELINE WILL VARY

Month 2

VISIT ATTORNEY AND FILE WILL

- · Open Creditor Claims.
- · Obtain Letters of Administration.
- · Assume PR Duties.

Month 4

Request Date of Death values & Get appraisals

- Consult Bene's & Distribute Personal Effects.
- List Property to be sold.

Month 6

Provide Preliminary Accounting to Beneficiaries

· Close out creditor claims.

Month 8

Petition on Final Accounting

- With professional advice, file taxes
 1040 & 1041.
- File petition on final accounting.
- Prepare beneficiary agreement.