**PROBATE QUESTIONNAIRE**

**Estate of**

|  |  |  |
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| **A.** | **GENERAL DETAILS** |  |
| **1.** | **Names:** |  |
|  | Please state the full true names of the Deceased and any other names used. If the Deceased used other names to hold assets, please state those assets. |  |
| **2.** | **Details of death:** |  |
|  | 1. Please state the date and place of death. Please forward the Death Certificate. 2. Was death due to circumstances which might give rise to a negligence claim or an insurance claim (e.g. holiday insurance)? |  |
| **3.** | **Details of the Deceased:** |  |
|  | 1. Last permanent address. 2. Occupation. 3. Domicile or deemed domicile (e.g. England and Wales, Scotland, Spain, other). 4. Marital status. 5. Date and place of marriage. Please provide a copy of the marriage certificate. 6. National Insurance Number |  |
| **4.** | **Surviving Relatives of the Deceased:** |  |
|  | Please state whether there are any of the following:   1. Spouse. 2. Brothers and Sisters. 3. Parents. 4. Number of children. 5. Number of grandchildren. |  |
| **5.** | **Will:** |  |
|  | Did the Deceased leave a Will? If so, where is it held? |  |
|  |  |  |
| **B.** | **PERSONAL REPRESENTATIVES** |  |
| **6.** | **Executors/Administrators:** |  |
|  | 1. Please state full names, national insurance numbers, home and email addresses, telephone numbers, and occupations. 2. In cases of intestacy or administration with Will annexed, who is to apply for the grant? Please state relationship to the Deceased. |  |
| **C.** | **BENEFICIARIES NAMED IN THE WILL** |  |
| **7.** | **Where there is a Will only:** |  |
|  | 1. Confirm names and give details of addresses of all beneficiaries mentioned in the Will. 2. Give details of the children of any deceased child or of any deceased grandchild of the Deceased who is mentioned in the Will. 3. State if any beneficiaries are:   (i) under 18;  (ii) under any other age stated in the Will;  (iii) suffering from mental incapacity;  (iv) subject to a bankruptcy order. |  |
| **D.** | **BENEFICIARIES ON INTESTACY (i.e. no Will)** |  |
| **8.** | **Intestacy only:** |  |
|  | Please give names and addresses of:   1. spouse;   (ii) children and issue of any child who predeceased the Intestate;  (iii) if none of (i) or (ii), parents.  (**NOTE:** The words "children" and "issue" include adopted and illegitimate children and remoter issue, but do NOT include stepchildren.)  (b) State if any beneficiaries mentioned above are under 18 years or suffering from mental incapacity or a bankruptcy order. |  |
| **E.** | **FAMILY PROVISION** |  |
| **9.** | **Inheritance (Provision for Family and Dependants) Act 1975:** |  |
|  | Please supply details of any persons in the categories listed below who might apply to the Court for reasonable financial provision from the Deceased's estate: |  |
|  | 1. Spouse; 2. A former spouse who has not remarried; 3. A Cohabitant or more than 2 years; 4. A child (or a person treated by the Deceased as a child); and 5. Any person being wholly or partially maintained by the Deceased. |  |
| **F.** | **AGGREGABLE PROPERTY** |  |
| **10.** | **Gifts, etc:** |  |
|  | 1. Please give details (including dates) of all gifts (monetary and other) exceeding a total of £3,000 in any one tax year made within 7 years of death. 2. If any gifts are shown in answer to question 10(a), please give details of any other chargeable gifts made into Trust within the preceding 7 years (i.e. within 14 years before death). This information is required to calculate the aggregable estate for Inheritance Tax purposes. 3. Did the deceased create any Trust or Settlement within 7 years of death? 4. Please give details of any gifts made during lifetime where the Deceased retained any benefit from the gifted property or where the gifted property was not enjoyed to the entire exclusion of the Deceased. 5. Who dealt with the Inheritance Tax Returns for any chargeable lifetime gifts made by the Deceased? 6. Within 7 years of death did the Deceased cease to have any right to benefit from any assets held in Trust or Settlement.   (g) Did the Deceased within 7 years of death pay any life policy premiums where the policy monies do not form part of the estate? |  |
| **11.** | **Settled Property:** |  |
|  | 1. Was the Deceased entitled as a beneficiary to a life interest or to any other interest in any settled property (including any settled annuity) at his death or within 7 years of his death? If so, please give details of the Settlement and the name, address and reference of the solicitors acting. 2. Did the Deceased have any power of appointment under any Settlement?   (c) Did the Deceased have any reversionary interest expectant on the death of any person? |  |
| **12.** | **Nominations:** |  |
|  | Did the Deceased nominate any Savings Bank account, Savings Certificates or other assets in favour of any person? If so, please give details. |  |
| **13.** | **Joint Property:** |  |
|  | (a) Please list all joint property.  (b) State name(s) of other joint owner(s).  (c) State when the joint ownership began or when the joint account was opened.  (d) By whom and from what source was the joint property provided?  (e) Who received any income or interest? |  |
| **G.** | **ASSETS OF THE DECEASED** |  |
|  | PLEASE FORWARD ALL CERTIFICATES, PASS-BOOKS, ETC, OR ADVISE WHERE HELD, AND GIVE INDICATION OF THE PROPERTY AS LISTED BELOW. |  |
| **14.** | **Stocks and shares, etc:** |  |
|  | 1. Please supply schedule of stocks, shares, unit trusts, PEPs, ISA's and other securities owned by the Deceased. 2. Which firm of stockbrokers should be instructed for valuation and sale purposes? Would you like us to recommend a firm?   (c) In the case of private company shares, please:  (i) give the name and address of the accountants or any other persons who could advise on values.  (ii) give details of any other related shares in the same company held by the Deceased's spouse; and  (iii) indicate for how long the shares have been held. |  |
| **15.** | **Banks:** |  |
|  | Please state name and address of the Deceased's bank(s) and account numbers to include online account(s). |  |
| **16.** | **National Savings and Investments:** |  |
|  | Please provide details of:  (a) Premium Bonds – card holders number and amount.  (b) National Savings Certificates and Yearly Plans.  (c) National Savings Bank accounts.  (d) National Savings Bonds. |  |
| **17.** | **Building Society accounts:** |  |
|  | Please state names, addresses and account numbers. |  |
| **18.** | **Cash (other than cash at banks, etc.):** |  |
|  | Please state amount of such cash held at death, its whereabouts and how it is to be dealt with. |  |
| **19.** | **Monies owing to the Deceased:** |  |
|  | 1. Please give details of all loans made by the Deceased and all other monies owing to the Deceased at death including dates and the names of the borrowers.   (b) In the case of money lent by the Deceased on mortgage, where are the deeds? What principal amount and interest are outstanding? What is the name and address of the borrower or agent making payments for the borrower? |  |
| **20.** | **Salary:** |  |
|  | Please give name and address of employer. If any redundancy payment is due, please give details. |  |
| **21.** | **Pensions:** |  |
|  | Please give details of all pensions, annuities or other sums paid to the Deceased by: |  |
|  | 1. Benefits Agency state retirement pension. Please quote National Insurance number. 2. Benefits Agency income support and other benefits. (This may enable a claim to be made for a funeral payment from the Social Fund.) 3. Other Government departments (e.g. Paymaster General's Office, Overseas Development Administration). Please quote reference number(s). 4. Company, etc. Please give name, address and pension reference. 5. Do any payments under a pension scheme continue after death? 6. Is a lump sum payable as a result of the death?   (g) Did the deceased dispose of any benefits or make any changes to the scheme within 2 years of death? |  |
| **22.** | **Life insurance, etc:** |  |
|  | Please supply details of any policies, annuities, bonds or pensions which: |  |
|  | 1. Become payable on the death of the Deceased either to the estate or to any relative or other beneficiary. 2. Continue after death on a joint life insurance. 3. Where there is an entitlement to benefit from a policy on the life of another person where the policy continues after death. |  |
| **23.** | **Furniture, jewellery and personal effects, etc (referred to as chattels):** |  |
|  | 1. Please refer to us before disposing of chattels. 2. If a professional valuation is needed, shall we arrange this? We can recommend a valuer. 3. Please give details of any car (including age, mileage, condition and current value) and state if the car was used for the Deceased's business. 4. Is there anything of national, scientific, historic or artistic interest? 5. Are all items bequeathed in the Will still in existence? |  |
| **24.** | **Unadministered estate:** |  |
|  | Did the Deceased have an interest in any unadministered estate? If so, please state name, address and reference of solicitors dealing with the estate |  |
| **25.** | **Quick Succession Relief:** |  |
|  | Did the Deceased acquire by inheritance or lifetime gift any property within 5 years of his death? If so, please give the date of the first transfer, the full names of the transferor and the name, address and reference of any solicitors involved. |  |
| **26.** | **Tax returns:** |  |
|  | Who dealt with the Deceased's lifetime tax affairs? If the Deceased submitted Returns personally, please state tax district, address and Self-Assessment tax reference. Please also state the Deceased's National Insurance number, unless quoted in answer to question 21(a). This information is needed even if the Deceased did not submit any recent Tax Returns. |  |
| **27.** | **Land and Buildings:** |  |
|  | 1. Please give details of all property held (even jointly), stating whether freehold or leasehold. 2. Please estimate values. If a professional valuation is needed, shall we arrange this? We can recommend Estate Agents. 3. Where are the deeds? 4. Is any of the property subject to mortgage? If so, please give name and address of person or institution to whom property is mortgaged and account number(s). 5. Is the mortgage covered by insurance (e.g. endowment or mortgage protection)? If so, please give details. 6. Is any of the property subject to any tenancies? If so, please state who collects the rents or supply details of tenancies. 7. Was any property subject to damage which may affect the value (i.e. subsidence, etc.)? 8. Was any of the property used for agricultural purposes? |  |
| **28.** | **Business interests:** |  |
|  | 1. Was the Deceased in business as a sole trader or as a partner? If so, please supply details. 2. Please give name and address of accountants who are to value the Deceased's business interests. 3. Please supply details of all directorships and list all sources of director's fees and expenses. 4. Did the Deceased have any Lloyd's underwriting interests? If so, who are the accountants and who are the underwriting agents. |  |
| **29.** | **Foreign property:** |  |
|  | 1. Please give details of all foreign assets. Date of death values will need to be obtained. 2. Did the Deceased make a separate foreign Will? If so, where is it located and have you a copy? 3. Please state the name, address and reference of the Deceased's lawyer, accountant or other adviser who we can contact in respect of the foreign assets. |  |
| **30.** | **Power of Attorney:** |  |
|  | Did the Deceased give any power of attorney? If so, please give details and supply a copy. The attorney should be informed that his/her authority ceases as a result of the Deceased's death. |  |
| **H.** | **DEBTS AND LIABILITIES AT THE DATE OF DEATH** |  |
| **31.** | **Funeral account:** |  |
|  | 1. Please indicate name and address of undertaker and provide a copy of the bill. If a memorial, gravestone or inscription on an existing gravestone is to be commissioned, please give an estimate of the cost. 2. Please provide details and supporting receipts for funeral reception, etc. |  |
| **32.** | **Other liabilities and debts:** |  |
|  | 1. Please list any other liabilities or debts due from the Deceased at death. If any debts have been paid, please state by whom and forward receipts. 2. Please give details of any credit cards or similar charge cards. 3. Please give details of the Deceased's Council Tax reference number and the name and address of the relevant local authority. 4. Please give full details of any potential or contingent liabilities (e.g. a guarantor of a loan or lease). |  |
| **33.** | **Redundancy:** |  |
|  | Is there any potential claim for redundancy payment due from the Deceased to an employee? |  |
| **I.** | **ADMINISTRATION** |  |
| **34.** | **Statutory advertisements:** |  |
|  | Please confirm that statutory notices to creditors and claimants should be advertised.  (**NOTE:** These provide statutory protection for personal representatives who could be personally liable if property is distributed to beneficiaries in ignorance of unknown debts, liabilities or claimants such as illegitimate relatives.) |  |
| **35.** | **Tax returns:** |  |
|  | Please confirm that we should deal with tax during the administration period. This is normally the simplest arrangement, since all the information will be in the accounts which we prepare showing what has occurred during the administration of the estate. |  |
| **36.** | **Chattels:** |  |
|  | Who will deal with distribution of furniture and personal effects, etc? |  |
| **37.** | **Pension arrears:** |  |
|  | Please confirm that we should obtain any arrears of state retirement pension. |  |
| **38.** | **Insurance (buildings, contents, car, etc.):** |  |
|  | 1. The Insurers of buildings and contents should be immediately advised of the death and should be instructed to continue to hold cover in the names of the Executors. 2. Please ask the Insurers to advise of any restrictions on the policy as a result of the death. 3. Please forward all policies to us. 4. In the case of a car, new cover will need to be arranged. 5. Please consider if the value of cover is adequate. |  |
| **J.** | **POST-DEATH VARIATIONS** |  |
| **39.** | **Variation of Will or Intestacy:** |  |
|  | 1. Is it desired to rearrange the terms of the Will or intestacy by a Deed of Variation within two years after the death? There may be tax reasons for doing so. Please ask us for details. 2. Is it wished to make any ex gratia payments or comply with any memorandum of wishes? |  |
| **K.** | **INHERITANCE TAX** |  |
| **40.** | If Inheritance Tax will be payable and a claim is to be made regarding the unused nil rate band on the death of the first spouse, please provide us with:   1. Full name of first spouse to die. 2. Copy of the death certificate. 3. Copy of the marriage certificate. 4. Copy of the Will and any codicils. 5. Copy of the Grant of Probate.   Copy of the Administration Accounts (if any). |  |
| **L.** | **MISCELLANEOUS** |  |
| **41.** | **Digital assets:** |  |
|  | 1. Money Accounts e.g. PayPal; e-Bay; online banking etc 2. Businesses run online via Amazon/e-Bay 3. Non-monetary accounts e.g. domain names; blogs; gaming accounts etc 4. Personal accounts e.g. Facebook; iTunes; Kindle etc |  |
| **42.** | **Any other points:** |  |
|  | Please mention any other information about assets, liabilities or otherwise which you consider to be relevant. |  |
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Signed Dated