**ADMINISTRATION OF ESTATES**

**INSTRUCTION**

TO: JAY CHAUHAN

Barrister and Solicitor

330 Highway 7 East, Suite 309

Richmond Hill, Ontario

L4B 3P8

Telephone: (905) 771-1235

Facsimile: (905) 771-1237

Email: jay@jaychauhan.com

When a Testator has died, we need the following information to obtain the probate and make distribution of the estate to the beneficiaries:

1. Name of Deceased:

2. Last address of Deceased:

3. Last occupation of Deceased:

4. Date of death:

5. Social Insurance Number of Deceased:

6. Did the Deceased have a will?

7. Was the Deceased married?

8. Name of spouse:

9. Witness to the will and their addresses:

Name and address of first witness:

Name and address of second witness:

10. Name and address of Executor:

11. Name and address of Funeral Home:

12. Name and address of doctor who will provide death certificate:

13. Names and addresses of beneficiaries:

Name | Address | Relationship to Deceased

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14. Name and address of banks where accounts, deposit box, or other assets were kept:

Name of Bank | Address | Amount | Account Number

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15. Address and legal description of any real property owned:

16. Value of Estate:

Real Estate $

Shares and Stock $

Other assets $

Total Value of Estate $

17. Particulars of other assets:

Type of asset | Address where locates | Approximate value

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Please attach additional pages as necessary.

I understand that this document has been developed for the purpose of organizing the information necessary for my matter. I understand that by filling out this form I have not retained your services. Until I have signed a Retainer Agreement pursuant to the above matter, the Law Office of Jay Chauhan is not obliged to advise or act on my matter. I understand that I can send this document by fax, email or other means but **only** if instructed to do so by your office. I understand that some of the information contained may be confidential, and should I send this to your office without instruction to do so, I cannot hold you liable by any means.