

Executor Duties

- Arrange for your cremation or burial and arrange a memorial tea for your circle of friends and loved ones, if desired
- Place an obituary in the local newspaper, if desired
- Secure and inventory all items in your home
- Arrange to remove all furnishings from your home and have it thoroughly cleaned. If necessary, we will have remedial work done to improve the salability of your home;
- Notify relatives and beneficiaries in the will of your death
- Apply for probate and administer the estate until it is time for distribution
- File your personal and corporate tax returns and obtain clearance certificates
- Liquidate and de-register any corporate holdings
- Manage any trusts created in your Will
- Provide detailed accounting reports to residual beneficiaries
- Pay all debts, testamentary expenses, legacies and finally, distribute the balance of the estate once we have received a clearance certificate from CRA.

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