

A guide for Executors

When someone dies, there are many arrangements and decisions to be made at a most distressing time. We have prepared this guide to help with the administration issues which you may have to consider when someone dies. The following information is in the order it will need to be after a death, to help you understand and deal with what needs to be done.

Immediate action checklist following a death:

- Register the death.
- Contact Poole Townsend to see if there are any particular requests relating to funeral wishes etc. and to notify us that someone has passed away.
- Arrange funeral/cremation as directed.
- Notify time, date and place to family.

Deceased's house if vacant

- Remove valuables.
- Confirm that property is insured.
- Drain water system (if required by insurers or in cold weather conditions).
- Cancel deliveries e.g. milk, papers etc.
- Redirect mail.
- Lodge keys securely, not marked with address.
- Inform landlord if property vacant, if appropriate.

Deceased's car

- Inform insurers.
- Transfer insurance if to be used by family.
- Arrange for security if not to be used.

Deceased's pet

- Arrange for welfare.

Announcements

- You should be cautious with what details you include in any death announcements in the local paper, as this can alert burglars to the fact that a house is empty.

Register the death

The death should normally be registered within five days at the registry office covering the district where the person died. Registration is usually done by a relative, someone present at the death, or the person making the arrangements for the funeral. You will need to make an appointment to see the registrar (see useful contacts). When registering the death the informant will be asked to give the following particulars to the registrar. Sometimes this information is not available, but you should try to get together as much information as possible.

- The full name of the deceased – if the deceased was a married woman, her maiden name;
- The deceased's last address;
- The date and place of the death;
- The deceased's date and place of birth;
- The deceased's occupation;
- If the deceased was married, the name and occupation of the deceased's spouse and his or her date of birth if still living;
- Details of any pension or payment from public funds being received by the deceased;

If possible the informant should try to take the following with him/her when they register the death:

- The Medical Certificate showing the cause of death;
- The deceased's NHS medical card;
- The deceased's War Pension order book (if applicable);
- The Certificate from the coroner (if applicable).

The registrar will give you three documents:

- Certificate of burial or cremation: You will need to give this to the funeral director.
- Death certificate: This is a copy of the entry in the register and it usually costs £4.00. Banks and insurance companies will ask to see the original death certificate before they release the deceased's funds, so it is useful if you

have two or three copies, unless you or the family members specifically need more.

- Certificate of registration of death: If the deceased was receiving a state pension or other benefits, the appropriate section(s) will need to be completed and returned to the local social security office. The registrar should also give you details of the "tell us once" telephone service. One phone call should notify all government departments and agencies that someone has died.

Arrange the funeral

It is important that you find the last Will made by the deceased as soon as possible as it may include his/her wishes for a funeral. If the death was sudden, a coroner may become involved, which could impact on the registration and funeral arrangements. See the Home Office's leaflet on sudden death for more information: www.homeoffice.gov.uk/justice/legalprocess/coroners

What decisions have to be made about the funeral?

- Is there to be a burial or cremation.
- Where the funeral will start from, when it is to take place and where the body should remain until the funeral.
- Whether there should be any form of a religious service – and if so, where it should be held and who should conduct it.
- Whether you want flowers (and if so what happens to them after the service) or a donation to charity.
- Whether to place an announcement in a national or local newspaper.
- Whether you wish for a headstone, memorial plaque or tree to be placed anywhere.
- Your chosen Funeral Director will help and advise you about the formalities and any problems that you have in making the funeral arrangements. Some Funeral Directors ask the Personal Representatives to pay a deposit, usually in the region of £1,000. This tends to be the larger, national organisations. Smaller, local firms do not usually ask for any money to be paid up front.



**POOLE
TOWNSEND**

Legal

Legal
Property
Financial



www.pooletownsend.co.uk

In the first few days:

- Register the death.
- Contact Poole Townsend to see if there are any particular requests relating to funeral wishes etc. and to notify us that someone has passed away.
- Arrange the funeral.

In the first few weeks (or sooner):

Make an appointment to come in to Poole Townsend to discuss how the estate will be administered.

At Poole Townsend we have a dedicated team who have skill and expertise in sorting out things when someone has died. We will explain things to you in a straight forward way, advise you what else needs to be done and tell you how much things will cost.

It would be helpful, when you visit us, if you could bring with you the death certificate and also details of the assets of the deceased, such as bank statements or passbooks, details of life policies etc.

It would also be helpful if you could bring with you up-to-date addresses of the people who are referred to in the Will.

Useful contacts

The Bereavement Register

www.the-bereavement-register.org.uk

Barrow Registry Office

The Nan Tait Centre,
Abbey Road,
Barrow-in-Furness,
Cumbria, LA14 1LG
Tel: 01229 407510 / 01229 407511

Ulverston Registry Office

The Town Hall,
Ulverston,
Cumbria, LA12 7AR
Tel: 01229 404170

Kendal Registry Office

County Offices,
Busher Walk,
Kendal,
Cumbria, LA9 4RQ
Tel: 01539 713567

Little & Caine

10 Dalkeith Street,
Barrow-in-Furness,
Cumbria, LA14 1SP
Tel: 01229 820747

GE Hall & Son Ltd

9-11 Buccleuch Street,
Barrow-in-Furness,
Cumbria, LA14 1SS
Tel: 01229 820514

To take advantage of our free,
no obligation initial appointment
please call...

01229 811811

and ask for the Legal
Department.

Find us at:

**69-75 Duke Street,
Barrow-in-Furness,
Cumbria LA14 1RP**