

THINGS TO BRING TO YOUR INITIAL APPOINTMENT FOR PROBATE OR TRUST ADMINISTRATION

Original Estate Plan

- Trust
- Amendment to Trust
- Will
- Codicil to Will
- Original Deeds
- Personal Property Assignment

Any handwritten lists gifting personal property

Vital records or Court Orders

- Birth Certificate
- Certified Death Certificates
- Adoption Records
- Divorce Judgments
- Guardian or Conservator Orders

Liability Information

- Any known bills or creditors

Information regarding Beneficiaries

(Individuals entitled to receive under a **Trust Agreement**)

Note: If beneficiary is a minor or legally incapacitated individual, provide information for the parent or legal guardian/ representative.

- Legal Name
- Date of Birth
- Social Security Number
- Current Address
- Current Telephone Number
- E-mail address, if any

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218 Maple St., Suite A, Big Rapids, MI 49307 (231) 796-4012
1020 Hastings St., Traverse City, MI 49686 (231) 935-4646

Information regarding Devisees

(Individuals entitled to receive under a **Will**)

Note: If you are unable to obtain social security numbers, we will send a request to the beneficiary.

- Legal Name
- Date of Birth
- Social Security Number
- Current Address
- Current Telephone Number
- E-mail address, if any

For a PROBATE ESTATE, we will also need information regarding the following legal heirs:

- Surviving Spouse
- Surviving Children
- Children of any deceased Children (Grandchildren)
- If no one within 1 – 3 above, then the surviving Parents
- If no one within 1 – 4 above, then the surviving Siblings and Children of any deceased Siblings

Asset Information

- Bank statement(s)
 - o Checkbook register(s)
- Last Investment Statements
 - o Broker contact information
- Income Tax Returns for past two years
 - o Tax preparer contact information
- Business Records
- Real Estate Documents
 - o Deeds and Tax Notices
- Life Insurance and Annuity Policies
- Other Assets
 - o Promissory Notes
 - o Savings Bonds
 - o Stock Certificates
 - o Joint Accounts
 - o Vehicle Titles

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