

Our commitment is to provide a quality service to our clients by assisting them through the often complex series of tasks to complete the administration of the estate. We aim to reduce the risk to our executors and administrators by being with them 'all the way'.



If you are left in charge of an estate, regardless of whether or not there is a Will and you need some assistance or you are not sure about what to do next - simply call

**1800 623 530**

**Executor(s)** – Individual(s) or an authorised corporation appointed by the Will to administer the deceased estate and ensure the terms of the Will are properly executed.

**Administrator** – One or more persons appointed by a Court to administer a deceased estate in the circumstances where a person has died intestate (no Will) or the nominated executor is unable or unwilling to act.

**Assets** – Property of any description owned by a person or to which that person is entitled at the date of death.

**Beneficiary** – A person or organisation which benefits under a Will or a person entitled under intestacy.

**Inheritance claim** – A claim made for a share (or increased share) of a deceased person's estate under a Will or the intestacy law or legislation applying in the jurisdiction where the estate is being administered.

**Intestate** – A person is said to have died intestate if no valid Will is in existence.

**Probate** – The formal document issued by a court appointing the executor(s) named in a Will to administer the estate of a deceased person.

**Letters of Administration** – The formal document issued by a court appointing one or more Administrators to administer the deceased estate of a person who has died intestate.

**Liabilities** – All debts, funeral and testamentary expenses, duty or tax payable in consequence of death.

**Next of Kin** – The nearest blood relatives of a deceased person specified under the law of each State or Territory or other jurisdiction.

**Personal property** – All property other than real estate. It includes cash, money in banks, shares & investments, motor vehicles, jewellery & personal effects.

# EXECUTORS & ADMINISTRATORS

For a free discussion on  
what to do next ....

call

**1800 623 530**



## What are your duties as an Executor?

Some of the tasks you are faced with include:

- Interpreting the Will
- Interpreting any relevant legislation and regulations
- Determining the beneficiary entitlements
- Obtaining Probate, collecting and transferring assets
- Paying debts
- Preparing tax returns, identifying if capital gains or other tax matters apply
- Keeping records
- Preparing financial statements

**Your role as executor can be complex, daunting and very demanding.**



- ✓ *"I very much appreciated the extremely efficient way you handled my mother's estate. I would have no hesitation in recommending FTL Estate Services to others"*
- ✓ *"Please accept our sincere thanks for all your team have done in processing, in a most professional and courteous manner, our father-in-law's estate"*
- ✓ *"What would have been a very difficult time for us was made smooth and worry free ..."*
- ✓ *"On behalf of all the family, many thanks again for a job well done. We take this opportunity to wish you well and would gladly recommend your services to others"*

## How 'Executor Assist' can help you

This premium service is offered to you in your role as a private executor.

We will work with you to complete the executor duties.

Executor Assist aims to reduce any risk to you of things going wrong and relieves you of what is often a series of very demanding and time consuming tasks. We use our skills and experience to get the job done for you in a timely and cost effective manner.

We are able to facilitate all legal, taxation, investment and property conveyancing during the estate administration process.

**Free of charge**, we will identify the formalities required under the Will or Intestacy. If you require our help with the estate, we will provide a written obligation free quote.

The agreed cost for this service is paid by the estate so there is no personal cost to you.

## What happens when there is no Will?

Dying intestate (i.e. without a Will) often leaves a family with some important deliberations, not the least of which is 'who can make decisions?'

Each State and Territory of Australia has its own legislation and this governs:

- Who can administer an estate
- Who is entitled to share in the estate assets and in what proportion

The next of kin of a deceased person usually have the right to administration and also share in the estate. However, the entitlements vary in each jurisdiction and advice should be sought.

Executor Assist will identify and confirm the rights and entitlements of the next of kin and answer the important questions. Once appointed, administrators act under similar legal obligations and responsibilities to that of an executor under a Will.