Executor duties checklist

FÉRIQUE INVESTMENT SERVICES

This checklist brings together important tasks for settling an estate.
Our team is at your disposal to guide you through your efforts.

T 514 788-6485 I **Toll-free** 1-800-291-0337
Monday to Thursday, 8 a.m. to 8 p.m. I Friday, 8 a.m. to 5 p.m.

Preliminary steps

Obtaining essential documents

☐ Proof of death

☐ Will and/or marriage contract

Analysis of documents

☐ Testamentary provisions

☐ Declaration of inheritance (in the absence of a will)

Legal formalities

☐ Registration of the designation of the executor (verification with the RDPRM)

☐ Validation of the will (if not notarized)

Collection of information and documents

☐ Birth certificate, judgments (divorce, separation), deeds of donation, renunciations of family assets

☐ Inventory of safety deposit boxes

Short-term steps

Administrative management

☐ Detailed analysis of the documents collected

☐ Opening a dedicated bank account

☐ Publication of required notices

Securing property and assets

☐ Protection of material goods and safekeeping of objects of value

☐ Verification of insurance (life, personal property and real estate)

Communication with the parties concerned

☐ Notice to creditors and organizations (banks, insurance companies, employers, pension plans)

☐ Notifications to credit agencies (Equifax, Trans-Union)

Termination of services

☐ Lease, utilities, subscriptions, permits, social media accounts

Identification of assets

☐ Preliminary inventory of assets

☐ Confirmation of matrimonial regime and family assets

Communication to legatees

☐ Explanation of testamentary provisions and next steps

Medium-term steps

Asset management

- [ ] Repatriation and interim management of assets
- [ ] Collection of income (rents, interest)
- [ ] Claims for annuities and insurance without designated beneficiaries

Financial analysis

- [ ] Portfolio and liquidity
- [ ] Valuation of movable and immovable property
- [ ] Analysis of assets, liabilities, and fiscal impacts

Administration of the estate

- [ ] Management of urgent debts
- [ ] Continuation of company activities, if applicable
- [ ] Ongoing communication with legatees and intermediaries

Legal authorization

- [ ] Request for the certificate authorizing the partial distribution of assets

Long-term steps

Closure of the estate

- [ ] Division of family assets and matrimonial regime
- [ ] Transfer of assets (sale or transfer)
- [ ] Accounting update and closing of the inventory successorial

Tax aspects

- [ ] Filing income tax returns (T1, TP1, T3, TP646)
- [ ] Paying taxes and receiving notices of assessment
- [ ] Providing tax slips to legatees

Distributing assets

- [ ] Preparing financial statements and rendering accounts
- [ ] Paying legacies, delivering assets, and transferring to heirs
- [ ] Setting up trusts, if applicable

Administrative closure

- [ ] Obtaining receipts from legatees
- [ ] Closing the estate account

If you have any questions, please do not hesitate to contact us

T 514 788-6485
Toll-free 1-800-291-0337

Monday to Thursday, 8 a.m. to 8 p.m.
Friday, 8 a.m. to 5 p.m.

FÉRIQUE INVESTMENT SERVICES

(2025-02)