

# Executor Roadmap & First 48 Hours Checklist

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The first 48 hours after a death are chaotic.

Your executor will be dealing with their own grief while also handling urgent practical matters. They need to secure property, notify key people, and start organizing paperwork.

This checklist helps them prioritize what needs to happen immediately and what can wait.

The first 48 hours: Secure, Notify, Record

# Your Executor Roadmap & First 48 Hours Checklist

*A step-by-step path through the first hours and days, so nothing urgent is missed.*

## WITHIN THE FIRST FEW HOURS

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- Secure the person's home (lock up, set alarm, collect mail, pets, plants)
- Locate the Will (check Part 2; contact the lawyer who drafted it)
- Locate this Estate Organizer and read the Message to Your Executor
- Contact immediate family (see Key Contacts)

## WITHIN THE FIRST 24 HOURS

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- Obtain the Death certificate
- Register the death (your funeral director usually arranges this; the timing and process vary by province or territory, so check with them, and ask about ordering extra certified copies)
- Contact the funeral director (check the Funeral chapter for wishes)
- Notify the deceased's employer (final pay, leave, retirement savings)
- Secure valuable items (jewellery, cash, documents) and record them

## Your Executor Roadmap & First 48 Hours Checklist (cont.)

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### WITHIN THE FIRST 48 HOURS

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- Notify close friends (see Key Contacts)
- Contact the lawyer
- Contact insurance companies (if death benefits apply)
- Arrange care for dependants
- Arrange care for pets
- Cancel immediate appointments
- Start a death administration notebook

**NOTES: WHAT'S BEEN DONE, AND WHAT STILL NEEDS DOING**