

Estate Executor

If you've named an executor in your Will, this section is for them.

Being an executor is a big job. It's not just about reading the Will and handing out inheritances. There's paperwork, phone calls, court applications, tax returns, and a lot of admin that most executors aren't prepared for.

This section gives your executor a clear starting point. It tells them what their role involves, what you expect from them, and where to find the information they'll need.

What does an executor actually do?

Your executor is responsible for managing your estate from the day you die until everything is distributed to your beneficiaries. Here's what that involves:

Organise your funeral (unless someone else is handling it).

Locate your Will and apply for probate (if required).

Notify relevant people and organisations (family, banks, Centrelink, your employer, etc.).

Secure your property and assets (lock up your house, take care of your car, protect valuables).

Value your estate (work out what you own and what you owe).

Pay your debts (credit cards, loans, mortgages, final bills).

Lodge any final tax returns and pay any tax owed. An accountant can help with this, as there can be more than one return to lodge and it's easy to miss something.

Distribute your assets according to your Will.

Close your estate and provide a final accounting to beneficiaries.

How long this takes varies a lot from estate to estate, and it can be longer when things are complicated. Your solicitor can give you a realistic idea for your situation.

What you can do to help your executor:

You can't make their job easy (it's never easy). But you can make it easier.

By completing this organiser, you've already done most of the hard work. Your executor will know where your Will is, what assets you own, who to contact, and what your wishes are.

But you can also leave them specific instructions. Things like:

"Sell the house and split the proceeds. Don't let it sit empty for months."

"Make sure my dog goes to Sarah. She's already agreed to take him."

"Use my super death benefit to pay off the mortgage before distributing other assets."

"Don't feel pressured to keep the family home if it's too expensive to maintain. Sell it if that makes sense."

These aren't legally binding (only your Will is), but they give your executor guidance when they're making decisions.

Let's make this clear for them.

A MESSAGE TO YOUR EXECUTOR

If you're reading this, I've died, and you've agreed to be my executor. Thank you.

I know this is a big responsibility, and I'm grateful you've taken it on.

This organiser is here to help you. It contains everything you need to know about my assets, my debts, my contacts, and my wishes. Use it as your roadmap.

A few things to remember:

Take your time. There's no rush. Grief is exhausting, and estate administration is complicated. Don't feel pressured to do everything at once.

Get professional help. You don't have to do this alone. My solicitor (details in the Key Contacts section) can guide you through probate. My accountant can help with the tax return. Use them.

Don't feel guilty about being paid. In some cases an executor can be paid for their work, but this isn't automatic in Australia. It usually depends on whether the Will allows it, whether all the beneficiaries agree, or whether the court approves it. Your solicitor can explain what applies here.

Don't be thrown by unhelpful family members. Some people will question your decisions, complain about timelines, or demand updates every week. You're doing your best. That's enough.

Follow the Will, not the drama. Your job is to carry out my wishes as written in my Will, not to make everyone happy. You can't please everyone, so don't try.

Thank you for doing this. I trust you. And I've tried to make it as easy as possible.

You've got this.

Your Estate Executor

A few key details and any instructions to guide whoever carries out your wishes.

INFORMATION FOR YOUR EXECUTOR

EXECUTOR'S NAME (AS NAMED IN YOUR WILL)

WHERE THIS ORGANISER IS KEPT

WHO ELSE KNOWS ABOUT THIS ORGANISER

ANYTHING COMPLEX ABOUT YOUR ESTATE?

Complexities might include overseas assets, family disputes, business interests, or trusts.

READ THIS FIRST

A Message to Your Executor

YOUR INSTRUCTIONS FOR YOUR EXECUTOR - AND ANYTHING ELSE THEY NEED TO KNOW