

Executor Roadmap & First 48 Hours Checklist

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 organising paperwork.

This checklist helps them prioritise 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

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

WITHIN THE FIRST 24 HOURS

- Obtain the Medical Certificate of Cause of Death
- Register the death (your funeral director usually does this; timeframes vary by state, so check with them, and order multiple certificates)
- Contact the funeral director (check the Funeral chapter for wishes)
- Notify the deceased's employer (final pay, leave, super)
- Secure valuable items (jewellery, cash, documents) and record them

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

WITHIN THE FIRST 48 HOURS

- Notify close friends (see Key Contacts)
- Contact the solicitor
- 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