



The first fortnight

Print this and keep it somewhere you'll see it. Tick as you go — nothing here needs probate.

Days 1–5

- ☐ Wait for the medical examiner's office to confirm you can register
- ☐ Book the register office appointment
Register within 5 days of confirmation
- ☐ Order several certified copies of the death certificate
- ☐ Give the green form to the funeral director
- ☐ Get the Tell Us Once reference number
Use within 28 days
- ☐ Find the will — check papers, the safe, their solicitor
- ☐ Photograph the will; store the original safely, unstapled

Secure the home

- ☐ Lock up; list who has keys
- ☐ Call the home insurer about unoccupied cover
- ☐ Take and photograph meter readings
- ☐ Move valuables, documents and cards somewhere safe
- ☐ Set up Royal Mail post redirection
- ☐ Cancel deliveries; arrange care for pets

Days 5–14

- ☐ Check for funeral wishes or a pre-paid plan
- ☐ Arrange the funeral; ask the bank to pay the invoice
- ☐ Use Tell Us Once
- ☐ Tell banks and building societies (Letter L01)
- ☐ Tell pension providers and employer (L05, L06)
- ☐ Tell home and car insurers (L07)
- ☐ Tell the landlord, if renting (L11)
- ☐ Tell the mortgage or equity-release lender (L10)
- ☐ Open the Estate Tracker and fill in Start Here
- ☐ Start listing assets and debts as post arrives

Please don't...

- ☐ Pay the deceased's debts from your own money
- ☐ Give away or sell belongings yet — even to family
- ☐ Put the house on the market before you have probate
- ☐ Drive their car unless you're insured to