

Everything You Need Is Right Here

Liquidator Checklist

QUEBEC EDITION

Being named liquidator for the first time, or anytime, can be a daunting task. Being the liquidator of a succession is a legal responsibility that comes fraught with a complicated array of duties, heartaches, and headaches. It's also extremely detrimental to the grieving process.

People are counting on you, and you can count on us. This liquidator checklist is just a free tool we offer Quebecers to help clarify and simplify their role as a liquidator. Our goal is to save you time and money while reducing stress and uncertainty by being a trusted guide and taking a huge burden off your shoulders.

Step 1. Funeral Arrangements

GOAL

Arrange for funeral

WHEN

Right after death

DURATION

5 to 10 days

- ☐ Arrange for organ donation.
- ☐ Find the will, if available.
- ☐ Consult the Register of prearranged funeral services contracts and prepurchased sepulture contracts to validate if the deceased have entered into a prearranged contract.
- ☐ Make funeral arrangements.
- ☐ Apply for a Death Certificate or a copy of the Act of Death from the Directeur de l'état civil.
- ☐ Coordinate care for dependents and pets.
- ☐ Contact the deceased's bank to ensure payments such as utilities, funeral, etc.
- ☐ Coordinate with family members to notify friends and family of the passing.
- ☐ Confirm payment of the funeral.

ClearEstate can help with all the following steps of the estate settlement process. We offer a [free 30-minute consultation](#) to guide you through the process and answer any questions you may have. Completely free of charge.

Step 2. First Notifications

GOAL

Submit official paperwork to protect the succession

WHEN

0 to 10 days after the funeral

DURATION

A few days

- ☐ File the Application for the simplified forwarding of information relative to the death to departments and agencies - Generally with funeral home
- ☐ Apply for QPP Death Benefits for a lump-sum payment up to \$2,500 to reimburse funeral expenses.
- ☐ Apply for QPP Survivor's Benefits, to transfer the pension to the spouse (married or civil union) or de facto spouse and provide children under 25 with benefits.
- ☐ Submit CRA Notification to Update Record.
- ☐ Submit Revenu Quebec information about the liquidator of the succession.
- ☐ Notify Retraite Quebec for public-sectors pension plan (RREGOP, PPMP or other).
- ☐ Submit OAS and GIS notification.
- ☐ Submit notification to Service Canada to cancel registration in the Social Insurance Register.
- ☐ Submit a Notice of Death to Equifax and TransUnion.
- ☐ Return Health Insurance card to the Régie de l'assurance maladie du Québec.
- ☐ Return passport to the Government of Canada (Passport Program) to get it cancelled.



ClearEstate can help you fill and automatically submit all of the above in minutes.



✓ Step 3. Will Search

GOAL

Find the last will of the deceased

WHEN

0 to 10 days after the funeral

DURATION

A few weeks

- ☐ Apply for will search to the Chambre des notaires du Québec.
- ☐ Apply for will search to the Barreau du Québec.
- ☐ Obtain will search certificates.
- ☐ Determine if will is notarized, holograph or made in front of witnesses.

Did you know? A holograph will or a will made in front of witnesses has to be probated to be considered valid. Probate is the act of confirming the last will and testament of the deceased. Probate confirms that the will is valid in form as per the rules of the Civil Code of Quebec. It also gives visibility to the will that is deposited to the court registry and allows certified copies to be issued.

If the will is notarized or if there is no will, probate is not required. A notarial will is an authentic act and therefore does not need to be probated. If the succession is intestate, a declaration of heredity can be drafted by a notary.

Step 4. Probate Application

GOAL

Probate is the act of confirming the last will and testament of the deceased. Probate confirms that the will is valid in form as per the rules of the Civil Code of Quebec.

WHEN

10 to 60 days after the funeral

DURATION

1-2 weeks

- ☐ Application for probate can be made in front of the Superior Court or in front of a notary.
- ☐ Seek support from an estate professional: trust office, estate attorney, notary or ClearEstate.
- ☐ Prepare the probate application with the support of an estate professional.
- ☐ File the probate application with the deceased's local courthouse, along with all the required documents, including the original Will and the required affidavit.
- ☐ Give notice to the beneficiaries that an application for the probate of a Will will be submitted to the Superior Court or to a notary.

Note that the wait time for the probate of a will is up to a few months. Manage the beneficiaries' expectations accordingly.

Step 5. Secure the Hard Assets

GOAL

Protect the Succession by securing the value of the hard assets

WHEN

0 to 30 days after the funeral

DURATION

2 -3 weeks

- ☐ Register a notice of designation of the liquidator to the RDPRM.
- ☐ Register a notice of designation of the liquidator to the land register if there is real property in the succession.
- ☐ Find and secure all assets: home, contents of the home, other real estate.
- ☐ Forward mail.
- ☐ Notify all service providers: Utility companies, Landlord (send 2 months' notice), Property maintenance, alarm company.
- ☐ Obtain insurance for any vacant real estate.
- ☐ Obtain a professional valuation of all assets over \$3,000.
- ☐ Find and review all asset-related documents: deed of acquisition, property title, property insurance, mortgage, lease, business, investment, will, etc.
- ☐ Review all documents relating to financial obligations: contracts, divorce or separation agreement, court orders, support payments.
- ☐ Secure personal property, business, vehicle, perishable goods, safety deposit box.

Step 6. Secure the Financial Assets

GOAL

Build an inventory of all assets and liabilities

WHEN

10 to 45 days after the funeral

DURATION

1-2 weeks

- ☐ Find out about ongoing expenses and debts.
- ☐ Stop all unnecessary expenses: Subscriptions (magazine, theatre), Health care (home care), Memberships (gym, club, sports, auto, professional, etc), Entertainment (cable, satellite, websites), Communication (telephone, cell phone, Internet), Insurance (auto, disability).
- ☐ Notify all holders of assets: Bank, Broker, Investment advisor, Insurer.
- ☐ Cancel credit and debit cards.
- ☐ Find out if the deceased had life insurance.
- ☐ Find out if the deceased was entitled to any benefit under any pension plan.

***** DO NOT CANCEL THE SOCIAL INSURANCE NUMBER UNTIL TAXES HAVE BEEN FILED**

ClearEstate's Estate Settlement Solution helps create the inventory of assets, automatically aggregates all financial assets in a few clicks and prepares the probate application in all jurisdictions in Canada and prepares, if required, the probate application in all jurisdictions in Canada.



Step 7. Build Inventory

GOAL

Reflect the asset and liability of the deceased to allow the successors to exercise their option on the succession

WHEN

Up to 6 months following death

DURATION

A few weeks

- ☐ Finalize the inventory by notarial act en minute or by a private writing before two witnesses.
- ☐ List all assets and their value on Day of Death and include a faithful and exact enumeration of all the property of the succession.
- ☐ Draft a description of the property with an indication of their value, a description of the currency in cash and other securities and a listing of valuable documents.
- ☐ Prepare the 1st distribution of some of the personal and sentimental belongings.
- ☐ Prepare a statement of liabilities.
- ☐ Publish a notice of the closure of the inventory at the RDPRM and in a local newspaper.

Step 8. Inform Beneficiaries

GOAL

Create transparency for everyone and dramatically reduce the risk of litigation

WHEN

Up to 6 months after funeral

DURATION

1-3 days

- Finalize the inventory of all assets and their value on Day of Death and give notice of the closure of the inventory to the beneficiaries as well as the place where they can consult it if wanted.

- If you have the will, contact all the named beneficiaries individually to let them know:
 - that you have completed the inventory of assets,
 - that they have been named beneficiaries,
 - share what they are entitled to, to be confirmed after taxes and debts have been settled,
 - any issues (debts, process delays, etc),
 - next steps: probate application, settlement of debts, taxes, etc.

- If there is no will:
 - create a family tree,
 - follow the rules of distribution of an intestate estate in the estate's jurisdiction,
 - contact the beneficiaries that are entitled to an inheritance.

- Prepare the 1st distribution of some of the personal and sentimental belongings.

- Discuss with the beneficiaries your intention to receive compensation or not for your role as liquidator.



Step 9. While Waiting For The Grant of Probate

GOAL

Probate may take months, but that's no reason to stay idle

WHEN

5 to 12 months after the funeral

DURATION

2 to 9 months

- ☐ Collect any money owed to the deceased.
- ☐ Cancel passport, driver's license and health card (to avoid identity theft).
- ☐ Book a meeting with an investment advisor.
- ☐ Create a plan to liquidate the assets.
- ☐ If there is real estate, find a broker, negotiate rates and prepare the listing to post once the grant of probate is received.
- ☐ Organize an estate sale for personal belongings that have not been claimed by the beneficiaries. Organize donations, when appropriate.
- ☐ Prepare the real estate for a sale: makeover, cleaning, etc.
- ☐ Prepare life insurance forms (to be submitted later).
- ☐ Regularly communicate with the beneficiaries to let them know you are still waiting and that things are normal.

Step 10. Liquidate the Assets

GOAL

Liquidate the assets and aggregate under a single estate bank account

WHEN

Immediately after receiving the grant of probate

DURATION

2 to several weeks

- ☐ Arrange the opening of an estate bank account with your financial institution or the deceased's.
- ☐ Transfer all bank accounts to the estate account.
- ☐ List any real estate for sale.
- ☐ Request all mutual funds, stocks, bonds to be liquidated and transferred to the estate account.
- ☐ Deposit all the proceeds from the estate sale, safes, safety deposit box in the estate account.

Step 11. Settle All Debts and Prepare Taxes

GOAL

Ready the estate for distribution by settling the debts and preparing taxes

WHEN

2-4 weeks after receiving the grant of probate

DURATION

1 to 2 weeks

- ☐ Schedule payment of all debts.
- ☐ Make an appointment with an accountant, or your ClearEstate professional.
- ☐ Prepare all estate-related documents: receipts, statements, T4, etc.
- ☐ Have ClearEstate or your accountant prepare the Terminal tax report.
- ☐ Have ClearEstate or your accountant prepare the [T3 Estate tax](#) report.
- ☐ Once you have received the Notice of Assessment (NoA), have ClearEstate or your accountant request the [Tax Clearance Certificate](#)

Step 12. First Distribution

GOAL

Coordinate with beneficiaries to distribute some of the inheritance

WHEN

1-2 weeks after filing taxes

DURATION

1 to 2 weeks

- ☐ Prepare to distribute up to 80% of the value of the estate.
- ☐ The remaining should be kept, interest-free, in an account until you receive the NoA.
- ☐ Have the beneficiaries sign a receipt of the distribution.

Step 13. Final Distribution

GOAL

Coordinate with beneficiaries for the final distribution of the inheritance

WHEN

1-2 weeks after filing taxes

DURATION

1 to 2 weeks

- ☐ Prepare to distribute the remainder of the estate.
- ☐ Have the beneficiaries sign a Final Release.
- ☐ Close the estate bank account.
- ☐ Cancel the Social Insurance Number.

Step 14. Set Your Own Affairs in Order

GOAL

You've just completed the MasterClass in estate settlement. Apply these learnings to your own affairs to make it easier for your liquidator.

WHEN

1-2 weeks

DURATION

1 to 2 weeks

- ☐ Prepare your Last Will and Testament.
- ☐ Make sure to appoint the right liquidator and inform them.
- ☐ Even better, arrange for ClearEstate to act as an agent to the liquidator.
- ☐ Do your funeral pre-arrangements, which can be paid over several years.
- ☐ Name beneficiaries on some of your assets.
- ☐ Contact your financial advisor to get information about life insurance products.
- ☐ Prepare an estate plan.
- ☐ Adopt and use a password vault.
- ☐ Store a file with all the information, will and passwords. Inform your loved ones of its location.

Schedule your free consultation

Settling an estate means
lawyers, accountants,
repetitive paperwork, a lot of
time and a lot of money.
Or, ClearEstate.