

# YOUR GUIDE TO ADMINISTERING AN ESTATE

A LAW SOCIETY OF IRELAND SERIES



## What happens after someone dies?

Nothing can adequately prepare us for the loss of a loved one. A lot of everyday tasks need attention, and you may have to make important decisions about the person's property, money and belongings (known as their estate).

## If the person who has died leaves a will

If the person who has died (the deceased) leaves a will, it will usually name one or more people to be their executor – that is, to administer their estate. If you are named as an executor of a will, you may need to apply for a grant of probate – formal permission to deal with the deceased person's estate. Your solicitor can help you with this.

## If there is no will

If the person dies without leaving a will (known as dying intestate), the process is more complicated. Usually, a close relative (known as an administrator) will apply for a grant of letters of administration – formal permission to deal with the deceased person's estate. Your solicitor can help you with this.

Executors and administrators are also known as personal representatives.

## Responsibilities of personal representatives

The personal representative is responsible for administering the estate of a deceased person. This includes:

- identifying the person's property, money and possessions (assets),
- identifying the person's debts, such as taxes,
- getting control of the person's assets,
- paying the person's debts, and
- distributing the remaining assets to the beneficiaries.

## I am a personal representative – where do I start?

Start by talking to your solicitor. Your solicitor will help you identify any issues that may need to be dealt with and guide you through the process.

## More information

For more information about administering an estate, visit

[www.lawsociety.ie/willsandprobate](http://www.lawsociety.ie/willsandprobate)

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