



THE LAW OFFICE OF

CHARLES H. McCLENAGHAN

ATTORNEYS AND COUNSELORS AT LAW

Charles H. McClenaghan, Esq.*

*Licensed in Ohio and Florida

Phillip S. Haer, Esq.

Documents/Information to Prepare for Probate Consultation

___ Family Information:

Names, addresses, telephone numbers, and relationship to the decedent of Next of Spouse, children, next of kin, beneficiaries named in Will.

___ Legal Documents:

Any current legal documents such as trusts, wills, financial powers of attorney, health care powers of attorney, living wills, pre-marital agreements, separation and divorce papers, adoption and guardianship papers, etc.

___ Real Estate:

For each parcel, the most recent deed (whether warranty, quit-claim, survivorship, certificate of transfer or affidavit of surviving tenant, but NOT mortgage deed) and a recent property tax bill.

___ Investment Documents:

Recent statements from checking, savings and money market accounts, mutual funds and brokerage accounts, treasury accounts, copies of passbooks and CD's (if not included in a statement), stock certificates and dividend reinvestment plan account statements, municipal and corporate bonds, government bonds, annuities, and, promissory and cognovits notes due you.

___ Retirement Programs:

Recent statements from any IRA, Keogh, SEP, Profit Sharing, 401(k), 403(b), TSA, and ESOP.

___ Insurance and Annuity Policies:

Annual statement and original policy. For group policies, the schedule of benefits.

___ Business Interests:

Corporate record book, including stock certificates of closely held business, partnership agreements and oil and gas leases.

3956 Brown Park Drive, Suite B | Hilliard, Ohio 43026

Tel: (614) 429.1053 | Fax: (614) 319.3746

Charles@LawDublin.com | Phillip@LawDublin.com

___ Income:

Any papers necessary to verify all sources of regular, non-investment income such as retirement and disability pensions, social security, railroad retirement, SERS, STRS, PERS, etc., including any deductions taken before payment.

___ Federal Income Tax Returns:

Last three years tax returns. For the most recent return (1040 and all schedules).

___ Debts:

Original documents evidencing debts owed separately and jointly, including mortgages, car loans, credit card balances and promissory notes. Current balances will be required.

___ Expenses:

Medical insurance premiums, prescriptions, rents, vendor payment for facility care, mortgage payments etc.

___ Gifts:

Deeds, statements, checkbook registers or other papers evidencing any transfers (other than to a spouse) in excess of one thousand dollars (\$1,000) within the previous sixty months.

___ Residential Agreements:

Rental agreements, lease agreements, land contracts, contracts to buy or sell.

___ Personal Property:

Automobiles, boats, planes, jewelry, coins, tools, guns, furniture, etc.