Executor checklist: the first 30 days after a death in BC

Lawgical Law Corporation · Abbotsford · Surrey · (778) 598-3785 · lawgicalcorp.com
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First few days

- [ ] Choose a funeral home and share any written wishes
- [ ] Agree who makes funeral decisions (the executor comes first)
- [ ] Keep funeral receipts and the contract
- [ ] Lock the home, collect keys, and tell the home insurer
- [ ] Secure the car, valuables, documents and electronics
- [ ] Collect or forward the mail

Weeks 1–2

- [ ] Order death certificates (check how many originals you really need)
- [ ] Search the person's papers and safety deposit box for the will
- [ ] Ask the lawyer or notary who may have prepared the will
- [ ] Apply for a wills notice search (form VSA 532)
- [ ] Call Service Canada (1-800-622-6232)
- [ ] Call the CRA (1-800-959-8281) and send Form RC4111
- [ ] Tell the bank, and notify Equifax and TransUnion
- [ ] Return a valid passport; cancel the driver's licence at ICBC
- [ ] Call the home insurer: many policies limit how long a home can sit empty, so check the policy and ask about vacancy cover

Weeks 2–4

- [ ] Apply for the CPP death benefit (within 60 days)
- [ ] Check for a CPP survivor's pension, workplace pension and life insurance
- [ ] List assets and debts, and note what is joint or has a beneficiary
- [ ] Ask the bank and land title office whether they need probate
- [ ] Find an accountant for the final tax return
- [ ] Don't pay debts personally or hand anything out yet
- [ ] Talk to a lawyer if there is a dispute, no will, a home in the person's name alone, or someone left out

Very little is urgent in the first few days beyond the funeral and keeping the home and belongings safe. Don't sell or give away anything until you know who has the legal authority to act. The full guide: lawgicalcorp.com/blog/someone-died-in-bc-executor-first-30-days/