LIFE TRANSITIONS & PERSONAL ADMIN

Bereavement Admin Starter List

Organize immediate administrative tasks and contacts; seek local professional advice where needed.

Action checklist

- [ ] Ask a trusted person for practical support if helpful.
- [ ] Locate relevant documents and identify the appropriate local authority.
- [ ] Contact an appropriate professional about legal and estate obligations.
- [ ] List urgent household bills and services that need attention.
- [ ] Notify relevant organizations after verifying their requirements.
- [ ] Keep a record of documents sent and responses received.

Evidence and follow-up notes

Administrative task

Relevant contact

Document location

Owner / support

Next action

This is an organization aid, not legal advice. Verify applicable deadlines and rights with local authorities or a qualified adviser.