



FEDERAL INDIAN DAY SCHOOL CLASS ACTION CHECKLIST #3

LETTER OF ADMINISTRATION

Document required

- Death Certificate

Information about the Deceased

- Full legal name of the deceased
- Occupation of the deceased
- Place of residence of the deceased
- Any other names the deceased was known by
- Deceased's marital status (unmarried, married, widowed or divorced) at death
- Whether the deceased was living in a common-law relationship at death. If so:
- the name, age and address of the common-law partner
 - the number of months/years of cohabitation
 - the name(s), age(s) and address(es) of their natural or adoptive children
- Detailed list of the deceased's assets and their fair market value as of date of death
- Detailed list of the deceased's liabilities and the balances owing as of the date of death

Information about Other Individuals

- Names, ages and addresses of **spouse, children and any other person** entitled to share in the estate, their relationship to the deceased, whether they are physically or mentally disabled
- If anyone entitled to share in the estate died before the deceased, the name, date of birth, date of death, and relationship of each such person to the deceased. Name(s), address(es) and age(s) of the next of kin of any deceased beneficiary
- Names, ages and addresses of any **dependants** as defined in the *Dependants Relief Act*

Information about the Applicant(s) and Witnesses

- Full legal name(s), age(s), place(s) of residence/address(es), and occupation(s) of the applicant(s) who are applying for letters of administration without will annexed
- The relationship of the applicant(s) to the deceased