

RESIDENCE

	NA	L	S	DATE	INITIALS
62. Arrange for adequate security for D's residence and belongings and, unless adequate security exists or there is a responsible person present, arrange for custody of D's personal papers and other records and consider removing D's valuables from D's places of business and residence.					
63. If D lived alone , consider the following:					
a. Arrange for D's mail to be forwarded to executor, administrator, or client (U.S. Postal Service Form 3575 may be used).					
b. Terminate magazine subscriptions and all home deliveries, such as newspapers, milk, and propane, and obtain refunds. If refunds are received, list amounts as accounts receivable in Section 12.0 of MIL.					
(1) If IA, TBA, IBA, ADE, AWA, RDA, AP, or TDA, deposit refunds into estate account.					
(2) If MT, SE, or PDH, distribute refunds to appropriate heirs and beneficiaries.					
c. Clean out refrigerator and freezer and arrange for care of plants and pets.					
d. Notify police department and neighbors that residence will be vacant.					
e. Change locks.					
f. Terminate utility service and obtain refunds of deposits. If refunds are received, list amounts as accounts receivable in Section 12.0 of MIL.					
(1) Electrical					
(2) Gas					
(3) Telephone					
(4) Water					
(5) Cable television					
(6) Exterminators					
(7) Other					
(a) If IA, TBA, IBA, ADE, AWA, RDA, AP, or TDA, deposit refunds into estate account.					

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(b) If MT, SE, or PDH, distribute refunds to appropriate heirs and beneficiaries.					
g. Arrange for storage or other disposition of D's personal effects.					
h. Contact D's insurance agent to obtain vacancy endorsement. Consider naming executor or administrator as additional insured. When received, place in file folder entitled "Other Insurance."					
i. Arrange for yard care.					
j. Arrange for night lighting.					
64. If D's place of residence was leased , consider the following:					
a. Obtain copy of lease and review to see if lease can be terminated. Place in file folder entitled "Real Estate."					
<i>Note:</i> If D lived alone, termination may be available under Property Code, Section 92.0162. Thirty days' notice from D's representative is required.					
b. Consider terminating lease if in best interests of D's estate or heirs and if possible.					
c. If lease cannot be terminated, do the following:					
(1) Enter date of expiration as Item 56a of SDL.					
(2) Consider subleasing or assignment if permitted.					
(3) Consider termination of utility service and obtain refunds of deposits. If refunds are received, list amounts as accounts receivable in Section 12.0 of MIL.					
(a) If IA, TBA, IBA, ADE, AWA, RDA, AP, or TDA, deposit refunds into estate checking account.					
(b) If MT, SE, or PDH, distribute refunds to appropriate heirs and beneficiaries.					
(4) Be sure that executor, administrator, or client knows name and address of person to whom rent must be paid and amount thereof.					
d. Contact D's insurance agent to obtain vacancy endorsement. When received, place in file folder entitled "Other Insurance." Consider naming executor or administrator as additional insured.					
e. On termination of lease, obtain refunds of prepaid rent and security deposits. If refunds are received, list amounts as accounts receivable in Section 12.0 of MIL.					
(1) If IA, TBA, IBA, ADE, AWA, RDA, AP, or TDA, deposit refunds into estate account.					

- (2) If MT, SE, or PDH, distribute refunds to appropriate heirs and beneficiaries.

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