FREE CHECKLIST · FOR FLORIDA PERSONAL REPRESENTATIVES

The First 30 Days

Protect first, decide later. Nothing about the property has to be decided this month, but the house has to stay secure, insured, and out of trouble while you get your bearings.

DO SOON

- [ ] **Secure the house.** Collect every key, rekey if you can't account for copies, and arrange for someone to check it weekly — and within a day or two after any named storm.
- [ ] **Locate the will.** Whoever holds the original must deposit it with the clerk of court within 10 days of learning of the death (Florida Statutes §732.901).
- [ ] **Call the homeowner's insurer.** Report the death and ask how long the home can sit unoccupied before coverage is affected. Many policies limit coverage after 30 to 60 days of vacancy — only your insurer can tell you your policy's terms.
- [ ] **Keep the mortgage, utilities, and HOA dues current** if estate funds allow, and ask the attorney before paying from estate funds. Keep receipts for anything you pay personally.
- [ ] **Forward the mail.** The mail becomes your map of the estate — bank statements, the mortgage, insurance, the tax bill.
- [ ] **Photograph everything** before anything moves. Video every room, closet, and the garage.
- [ ] **Sign up for free property fraud alerts** with the clerk of court in the county where the house sits, for the deceased person's name and your own. Every Florida clerk offers this free (Florida Statutes §28.47). Search "[your county] clerk of court property fraud alert."

CAN WAIT, REALLY

- [ ] Any decision about selling, renting, or keeping the house
- [ ] Cleaning out belongings
- [ ] Responding to companies that mail you offers
- [ ] Most paperwork that isn't court-deadline-driven

> **One warning.** Don't give away, sell, or throw out anything of value from the estate before you have legal authority and the attorney says it's fine. It feels harmless. It can create real problems.

This checklist is one page of The Florida Personal Representative's Property Handbook — a free guide to every realistic option for the property, compared fairly.
Read it free at estatehouseguide.com

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