



# OVERVIEW OF THE DUTIES OF A PERSONAL REPRESENTATIVE

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#### **COLLECT ASSETS**

Identify, gather and collect the assets of the decedent.

#### PROTECT THE ESTATE

Ensure that no assets are released except through the probate process.





# REAL ESTATE

Determine if real estate is to be sold.

#### CREDITORS

Ensure creditors are properly identified and paid.





## TAX LIABILITY

Determine tax liability and ensure all business affairs are finalized.

## DISTRIBUTE ASSETS

Distribute all assets through the probate process.

