



# Executor Assist.

Freedom to focus on what matters



[executorassist.co.nz](http://executorassist.co.nz)

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# You make the decisions. We make it happen.

Being chosen as an Executor of someone's Will is an honour. But it's also a significant responsibility. One that may see you navigating a lengthy process from the time of the person's passing through to the final winding up of the estate.

Executor Assist is a service designed to take care of some or all of that administrative process for you. We're here to help make things that could be difficult as simple as possible.

As the appointed Executor, you retain control over all decisions through every step of the process. You direct us and we work for you quietly and efficiently in the background to help you fulfill your role more easily.

To find out how Executor Assist can help you, contact us today.

**0800 783 932**

**[executorassist@publictrust.co.nz](mailto:executorassist@publictrust.co.nz)**

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# You choose what works for you.

When the time comes, you'll need to decide how to carry out your responsibilities as Executor.

You can choose to do the work yourself or you can call on Executor Assist to complete some or all of it for you.

Our services cover all of the Executorship responsibilities including obtaining the legal authority to deal with the estate (known as Probate), collecting and managing assets, arranging payments of debts, finalising tax, keeping the beneficiaries informed and distributing the estate.

We also have the experience to deal with situations when assets in the estate are held overseas (requiring a Re-seal) or when there is no Will (requiring a Letter of Administration).

Deciding how much help you may need can be difficult, so here are some things to consider:

Do you:

- Fully understand your legal responsibilities?
- Have the time to do the work properly?
- Believe you have enough knowledge of business, legal, accounting and tax matters to make the right decisions?
- Think the Will could be contested?
- Feel you can be completely impartial?

If these create more questions than answers, get in touch and our dedicated team can work out a solution that best works for you.



# We've made it simple.

Our team ensures that the estate management process is as simple and easy for you as possible. And here's how we do it.

## Getting to know you

We set up an initial meeting so our team can get to know you and understand your needs.

## Developing a plan

Together we agree on a plan to administer the estate, providing a fee estimate upfront.

## Preparing the estate

We prepare and file your application to the High Court for Probate to gain approval to deal with the assets.



## Getting started

Once Probate is granted, we take care of the paperwork, close accounts, settle debts, expenses and taxes.

## Distributing the estate

We distribute the balance of the estate on your behalf. And once complete, we let you know exactly what's been done.

## Staying in touch

We ensure on-going communication through every stage of the administration process.

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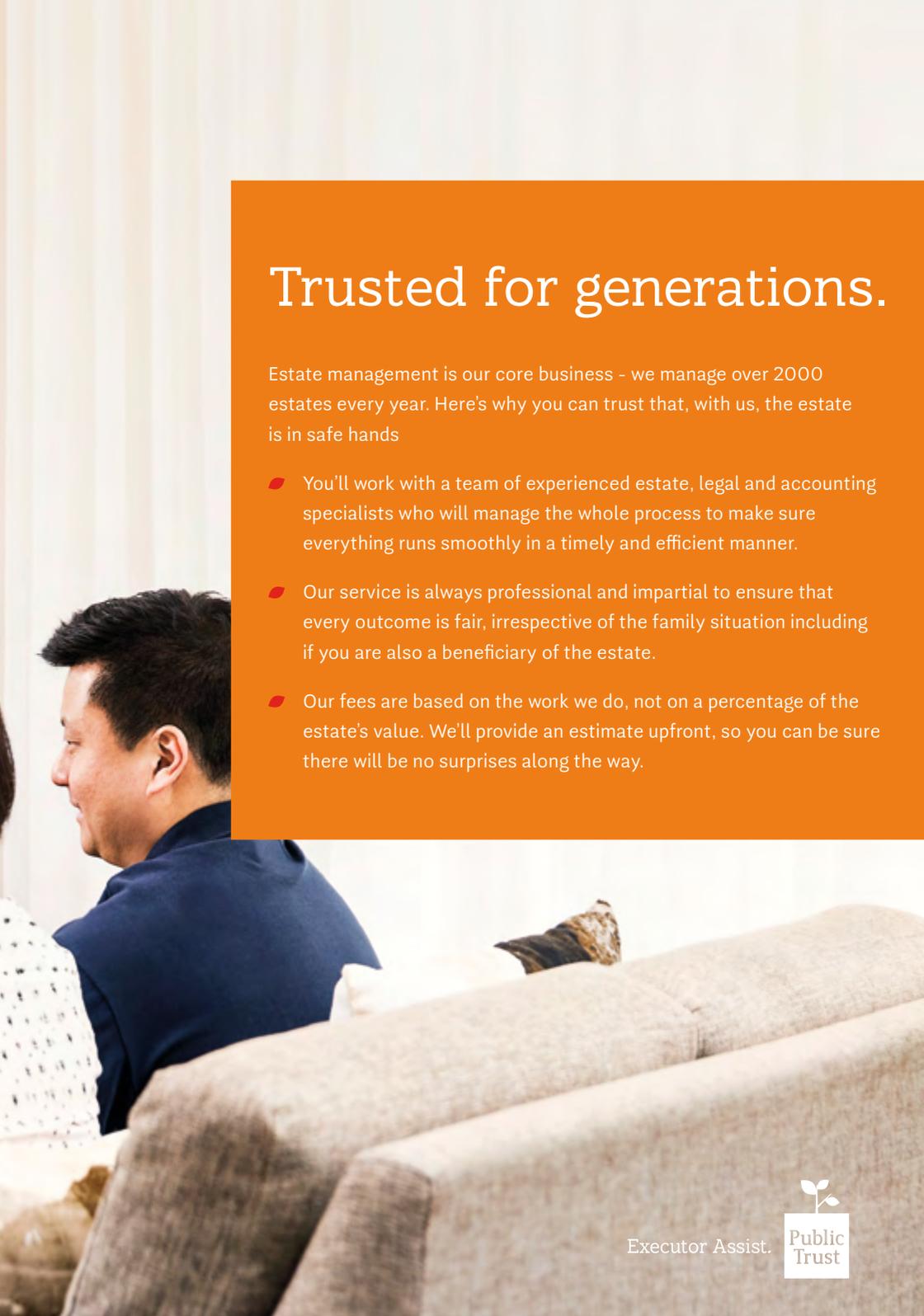


# A fair fee for the job done.

Our fees are fair and based on the work we do, not a percentage of the estate's value. We charge a combination of fixed fees and hourly rates, depending on the tasks involved.

Simply talk to us about the support you need and we'll give you an upfront estimate. We promise there'll be no unexpected costs at any stage of the process.





# Trusted for generations.

Estate management is our core business - we manage over 2000 estates every year. Here's why you can trust that, with us, the estate is in safe hands

- You'll work with a team of experienced estate, legal and accounting specialists who will manage the whole process to make sure everything runs smoothly in a timely and efficient manner.
- Our service is always professional and impartial to ensure that every outcome is fair, irrespective of the family situation including if you are also a beneficiary of the estate.
- Our fees are based on the work we do, not on a percentage of the estate's value. We'll provide an estimate upfront, so you can be sure there will be no surprises along the way.

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