

Checklist – Grant Of Administration

- Review the guide *Dealing with an Estate at Probate Court* before completing the application for a Grant of Administration.
- Complete **Form 9**, Application for a Grant, and other supporting documents as required (such as **Forms 18 or 19** for security, and renunciations).
- Contact Probate Court and arrange for an appointment.
- Bring with you to the appointment:
 - the completed application for a Grant of Administration – Form 9
 - death certificate
 - security – Form 18 or 19
 - Land Registration Form 44 or 24, if required. These forms are available online at <www.servicesns.ca/property/landreg> or from the Land Registration Office in your area.
 - other required supporting documents
 - payment for the applicable probate tax (and fees, if any)
- Get a Grant of Administration from the court.
- Complete and serve **Form 26, 27**, the Notice of Grant, on all persons entitled to share in the estate, as applicable. Notice of Grant must be served **within 20 days** after the Grant was issued by the court. You may serve the document by registered mail, personal service, or by service on a lawyer authorized to accept service on behalf of the person to be served.
- File **Form 28**, the Affidavit of Service of the Notice of Grant, **within 60 days** after the Grant was issued by the court. Attach copies of the Notices of Grant to Form 28.
- Complete and send **Form 31**, Request for Advertisement, to the *Royal Gazette*. The office is located at 4th Floor, 5151 Terminal Road, P.O. Box 7, Halifax, Nova Scotia, B3J 2L6. There is a fee for this advertisement. Check with *Royal Gazette* staff for current fee information. Make the money order or cheque payable to the “Minister of Finance.”
- Keep the issue of *Royal Gazette* showing the advertisement once it is sent to you.
- Complete **Form 29**, Inventory, and file it **within 3 months** after the Grant was issued by the court.
- Get the Canada Customs and Revenue Agency Tax Clearance Certificate and file it at Probate Court.

Follow up:

After the estate has been advertised for six months and you are in a position to complete the accounting of the estate, please contact the court administration office and arrange to pick up the checklist for passing the accounts of the estate and the appropriate forms.