



Our Ref: L01.NMR.32523
Nigel Russell
Your Ref:

Incorporating Mackenzie Russell & Co



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24 July, 2018

Mr M L Stevens & Ms J R Hutchinson
c/- 42 Dartford Road
THORNLEIGH NSW 2120

Dear Jenny and Matthew

Estate Late Nancy Shirley Stevens - Administration

It was nice to be able to catch up and spend some time with you both yesterday. Thank you for your instructions to act for you both in connection with an application for probate of your mother's will dated 15 September 2003.

To commence the action required, I set out below the information and documentation that will be required.

Applicants for probate: Matthew Woodful Stevens of 42 Dartford Road Thornleigh, occupation..... and Jennifer Rosalie Hutchinson of 37 Cambewarra Crescent, Berowra Heights, occupation.....

A quality photocopy of **death certificate of George Woodful Stevens** is required, to evidence the prior death of the nominated executor in the will.

Residential address and place of death of Shirley -

Death certificate - are you applying for a certified copy from the Registry? One will be required to be lodged with the Probate Application documents. We can apply for an original if you wish to keep one that most likely is being obtained by the funeral directors.

Medical fund/DVA benefits - I note that your dad was DVA member N0. NKM07257 and am wondering whether Shirley carried on with the benefits. Please confirm.. If she was a member of any other fund, please let me know details and membership number.

In relation to assets, I note your advice that Kim Murray was managing Shirley's investments up to the time of her death. I am attaching a copy of the letter I have written her today and request you kindly confirm to her that she supply to us the information requested.

Bank accounts, name of account holder and account No., life insurance policy/s and any other investments **not** managed by Kim Murray.....

Details of any **accommodation bond** held by the Aged Care facility where Shirley resided. I always write to the facility.

Particulars of any furniture, jewellery or jointly held assets.

Liabilities, if any, at date of death.....

In due course we will be discussing with you how you wish to have the assets distributed once probate has been granted.

If you have any queries touching on any of the above matters, please do not hesitate to contact me to discuss.

Yours faithfully,

EMIL FORD LAWYERS


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