

WHAT TO EXPECT WHEN DEALING WITH A DEATH - CHECKLIST

This is a list of the steps you will need to take when a death occurs. It could happen at one of your rental properties, your office, a car or even your home. This is the general checklist but keep in mind that your unique situation might differ. If you need help with anything feel free to give us a call, we are always happy to help.

Your first steps:

- Create a file containing all necessary information and documentation. It could be a police report, scene release, or key contact information.
- If it is a rental property, make note of the date of death so you will know how long you must disclose it to future renters.
- Speak with law enforcement or the family
 - Find out how long it will be until the scene is released
- Secure the property or change the locks if you have the authority to do so
- Determine if the property needs professional cleanup services
 - Chances are if there was an accident, suicide, homicide, assault or natural death that was undiscovered for an extended period of time, you will need a professional cleaning.
- Safety **FIRST!**
 - This is an urgent issue. Don't allow a bio-hazardous risk to exist for people within or surrounding the property. (Liability issue)
 - Biological material can be dangerous, be careful when around the area.
- Check your insurance policy and coverage
 - Do you have homeowner's insurance? Auto insurance? Business insurance? Did the tenant have renter's insurance? All of these policies will potentially cover the cleanup.
- Submit an insurance claim (or have the professional cleaners submit it for you)
- The property is sanitized and decontaminated, now is the time to schedule any necessary repairs/remodeling. You have some time to do this, the urgent threat is gone.
- Speak with your attorney
 - Is there an estate that needs to be addressed? Probate?
 - Determine if you need to complete an eviction (this applies to landlord/tenant situations)
 - Find out who is legally obligated to pay for the cleanup and handle the payment arrangements
- Complete the restoration and move back into the property, prepare it for sale, or rent it out again.

Key Information:

Date of Death: _____

Insurance Claim Number: _____

Family/Estate Contact: _____

Attorney: _____

Cleanup Company: _____