**INHERITANCE INFORMATION FORM**

**Date of Instruction:**

**Full Name(s) of Heirs (please include Mr, Mrs, Ms etc and all middle names)**

**1) Name**

**DOB**

**Passport/NIE number**

**Marital status**

**Profession**

**First names of both parents**

**2) Name**

**DOB**

**Passport/NIE number**

**Marital status**

**Profession**

**First names of both parents**

**Heirs(s) Contact Details**

**Home Telephone**

**Work Telephone**

**Mobile Telephone**

**E-mail**

**Correspondence Address**

**Post Code:**

**LIST OF SPANISH ASSETS**

**Address of Property to be inherited**

**Post Code:**

**Additional Information**

**Approx. Property Price** €

**Name of Bank:**

**Address of Bank:**

**Full account number including IBAN of bank**

**Contact details of bank manager**

**Vehicles- please provide copy of permiso de circulacion & ficha tecnica**

**Any other assets in name of deceased?**

**(shares, savings account, etc)**

**Documents and information required**

1. **Copies of passports of heirs**
2. **Did the deceased have a Spanish will? If so send us a copy**
3. **Did the deceased have a will from another country? If so send us a copy**
4. **Full name, address, marital status and profession of above heirs**
5. **Copy of Death certificate**
6. **Address of place of death**
7. **Copy of deeds for the property**
8. **Copy of IBI (Town Hall rates)**
9. **Full names of parents of deceased**
10. **Marital status of deceased**
11. **Name of spouse/civil partner of deceased**
12. **Copy of passport of spouse/civil partner of deceased**
13. **Copy of passport of deceased**
14. **NIE number of deceased**

**Below we set out generally the steps we will be taking on your behalf once we have been instructed:**

1. **We will prepare a power of attorney for the heirs/executors to sign**
2. **We will apply for a certificate of last wishes confirming if a Spanish will had been signed. If not then a Grant of Probate, Confirmation or Letters of Administration would be required from your home country**
3. **Apply for NIEs (Spanish tax numbers) for heirs using the power of attorney**
4. **Value the Spanish estate**
5. **Send you our Legacy Report**
6. **Sign deed of inheritance and register Spanish assets in heirs´ names**

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