XAVIER BARET
NOTAIRE

Office notarial de Maître Xavier BARET
32 rue Hermel, 1st floor, 75018 Paris, France · +33 1 89 40 51 00
xavier.baret@notaires.fr · office-baret.notaires.fr

INFORMATION AND DOCUMENTS

Estate

This information allows the office to identify the heirs, draw up an inventory of the estate and prepare the inheritance tax return. Complete what you know: the office will query the official registers itself. This English version is provided for convenience; the French version prevails.

File reference		Date	

Deadline. The inheritance tax return must in principle be filed within six months of the death when it occurred in mainland France (twelve months in other cases). After that, late payment interest is due. Please send us the information as soon as possible.

1. THE DECEASED

Title	
Surname at birth	
Usual surname	
First names (in civil status order)	
Date and place of birth	
Nationality	
Occupation (or last occupation)	
Last address	
Country of habitual residence at the date of death	
Date and place of death	
Tax office the deceased reported to	

If the deceased was a national of a non-EU country, please attach a copy of the residence permit and of the birth certificate translated into French.

Family status at the date of death

☐ Single	☐ Married	☐ PACS partner
☐ Divorced	☐ Widowed	☐ Legally separated

If married: date and place of marriage, matrimonial regime	
If PACS: date of the PACS, registering town hall or notary	
If divorced: date of the divorce judgment or agreement	
Surname and first names of the surviving spouse or partner	

Please attach the family record book and, as applicable, the marriage contract, the PACS agreement or the divorce judgment.

2. WILLS AND PERSONAL SITUATION

To your knowledge, did the deceased make one or more wills? *State where it is kept (notary, home, safe). The office will query the Central Register of Last Wills.*	☐ Yes ☐ No ☐ I don't know

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Had the deceased made a gift to the surviving spouse (donation au dernier vivant)? *Specify the notary who drew it up, if you know.*	☐ Yes ☐ No ☐ I don't know
Had the deceased chosen, in a will, the law of their nationality to govern the estate?	☐ Yes ☐ No ☐ I don't know
Was the deceased subject to a legal protection measure (guardianship, curatorship, family authorisation)? *Give the guardian's or curator's contact details.*	☐ Yes ☐ No
Was the deceased paying maintenance or a compensatory allowance?	☐ Yes ☐ No
Did the deceased have a self-employed activity, or run a company? *Specify the type of activity and the company.*	☐ Yes ☐ No
Was the deceased renting their home? *The lease must be terminated or transferred: give the landlord's details.*	☐ Yes ☐ No
Did the deceased have a safe deposit box at a bank?	☐ Yes ☐ No
Was the deceased liable for the real estate wealth tax (IFI)?	☐ Yes ☐ No

Life insurance, retirement and employee savings

Had the deceased taken out one or more life insurance or capitalisation contracts, or a retirement savings plan? *The office will query the FICOVIE register.*	☐ Yes ☐ No ☐ I don't know
Were beneficiaries designated?	☐ Yes ☐ No ☐ I don't know
Were any contracts taken out before 20 November 1991?	☐ Yes ☐ No ☐ I don't know
Were premiums paid after the deceased turned 70? *Taxation differs depending on age when premiums were paid.*	☐ Yes ☐ No ☐ I don't know
Did the deceased hold employee savings (company savings plan PEE, PERCO or collective PER, profit-sharing, employer shares, free shares, stock options)? *State the employer and the plan manager. Report it promptly: some tax advantages depend on when the heirs request release of the funds.*	☐ Yes ☐ No ☐ I don't know

Recoverable social benefits

Was the deceased receiving a benefit that may be recovered from the estate? *Solidarity allowance for the elderly (ASPA, formerly minimum old-age pension), social accommodation aid (ASH) in a care home, home-based social assistance.*	☐ Yes ☐ No ☐ I don't know

3. ASSETS OF THE DECEASED

List the assets owned by the deceased at the date of death, even partly. Assets located abroad must also be declared. If you do not know an amount, leave the box blank.

Do not give any login or password for the deceased's accounts: the office contacts the institutions itself.

Real estate

Type (flat, house, land, parking)	Address	Deceased's share and other owners	Let?	Estimated value (€)

Type (flat, house, land, parking)	Address	Deceased's share and other owners	Let?	Estimated value (€)

Movable assets (accounts, investments, vehicles, valuables)

Type (account, savings, PEA, securities, vehicle, company shares...)	Institution or description	Number or reference	Balance or value (€)

Did the deceased hold accounts or assets abroad?	☐ Yes ☐ No
Did the deceased hold crypto-assets or accounts with online banks?	☐ Yes ☐ No
Did the surviving spouse or a child live in the deceased's home as their main residence? *This affects the spouse's rights and the taxable value of the home.*	☐ Yes ☐ No
Do you plan to sell one or more assets of the estate? *Specify which ones.*	☐ Yes ☐ No ☐ Not decided yet

4. ASSETS OF THE SURVIVING SPOUSE

Only if the deceased was married under a community property regime (legal community, universal community) or under the participation in acquests regime (participation aux acquêts). List the assets owned by the surviving spouse at the date of death, including abroad.

Spouse's real estate

Type (flat, house, land, parking)	Address	Deceased's share and other owners	Let?	Estimated value (€)

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Spouse's movable assets

Type (account, savings, PEA, securities, vehicle, company shares...)	Institution or description	Number or reference	Balance or value (€)

5. HEIRS AND LEGATEES

For each of them, please complete a « Civil status questionnaire ».

Surname and first names	Relationship to the deceased	Address and email	Comments

Is any heir a minor, or subject to a legal protection measure?	☐ Yes ☐ No
Does any heir live abroad?	☐ Yes ☐ No
Did a child of the deceased die before them, leaving children of their own?	☐ Yes ☐ No
Is any heir considering renouncing the estate? *Take no steps before speaking to the notary: some actions amount to acceptance.*	☐ Yes ☐ No ☐ I don't know

Allowances and exemptions an heir may be entitled to

Please tell us. Some situations give entitlement to an additional allowance or an exemption from inheritance tax. They only apply if the office is aware of them and holds the supporting documents. For each « Yes » answer, write the name of the heir concerned in the « Comments » column of the heirs table.

Does an heir have a physical or mental disability preventing them from working in normal conditions, or, if a minor, from receiving a normal education? *Optional answer. A specific allowance may apply. Do not attach any medical document concerning another person: the office will ask the heir concerned for the supporting evidence.*	☐ Yes ☐ No ☐ I don't know
Does a brother or sister of the deceased inherit? If so, are they single, widowed, divorced or legally separated, over 50 or disabled, and did they live with the deceased for the 5 years before the death? *If all these conditions are met, the sibling is fully exempt. Attach proof of shared residence.*	☐ Yes ☐ No ☐ I don't know

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Was an heir adopted by simple adoption (adoption simple)? *Specify whether they received continuous support and care from the deceased during childhood, or whether they are the child of the deceased's spouse.*	☐ Yes ☐ No ☐ I don't know
Did the deceased die in a military operation, in the line of duty (police officer, gendarme, firefighter, customs officer), or as a victim of terrorism? *The heirs may then be exempt from inheritance tax. Attach the official supporting document.*	☐ Yes ☐ No
Is an heir a recognised public-interest body, an association or a foundation?	☐ Yes ☐ No

Gifts made by the deceased

Had the deceased made gifts to the heirs during their lifetime? *Including manual gifts of money. Specify the beneficiary and attach a copy of the deed or declaration.*	☐ Yes ☐ No ☐ I don't know
Had the deceased made gifts to other persons or organisations?	☐ Yes ☐ No ☐ I don't know

6. YOUR INSTRUCTIONS

Bank accounts: do you wish them to be transferred into the heirs' names?	☐ Yes ☐ No ☐ To be decided
Bank accounts: do you wish them to be closed and the balance paid to the office?	☐ Yes ☐ No ☐ To be decided
Do you wish the office to pay outstanding invoices (funeral, taxes) from the estate funds?	☐ Yes ☐ No ☐ To be decided

7. DOCUMENTS TO PROVIDE

The deceased and the heirs

☐ Civil status questionnaire for each heir	☐ Three extracts of the death certificate
☐ Full copy of the deceased's birth certificate (less than 3 months old)	☐ Deceased's family record book
☐ Deceased's marriage contract or PACS agreement	☐ Gift to the surviving spouse
☐ Divorce judgment or agreement	☐ Wills
☐ Full copy of each heir's birth certificate	☐ Family record book and marriage contract of each heir
☐ Identity document of each heir	☐ Bank details (RIB) of each heir
☐ Evidence of disability, provided by the heir concerned	☐ Evidence supporting an allowance or exemption

Estate assets

☐ Title deeds of real estate	☐ Building permit and compliance certificate (if built)
☐ Current leases and managing agent's details	☐ Lease of the home rented by the deceased
☐ Co-ownership managing agents' details	☐ Last 2 general meeting minutes and service charge demands
☐ Articles and Kbis of companies	☐ Statements or numbers of accounts at the date of death
☐ Amount of cash held	☐ Evidence of assets held abroad

☐ Life insurance contracts	☐ Employee savings and retirement plan statements
☐ Gift deeds and declarations of manual gifts	☐ Vehicle registration documents and estimated value
☐ Insurance policies (furniture, jewellery)	☐ Details of pension funds, health insurers, care home
☐ Contracts of domestic staff or home carers	

If the deceased was married under a community property regime or the participation in acquests regime, also provide the surviving spouse's account statements, even for accounts in the spouse's sole name.

Estate liabilities

☐ Funeral invoice	☐ Latest tax notices (income, property tax, IFI)
☐ Latest income tax return	☐ Evidence of debts (loans, invoices, medical costs)
☐ Evidence of recoverable social benefits	☐ Invoices for the last illness

8. AUTHORISATIONS

1. The undersigned authorise any notary or staff member of the office of Maître Xavier BARET to send them any notifications by electronic registered letter, through the provider AR24, in accordance with article 1126 of the French Civil Code and article L. 100 of the French Postal and Electronic Communications Code, to the email address given in the « Civil status questionnaire ».

2. The undersigned expressly request any notary of the office of Maître Xavier BARET to query the National Register of Bank Accounts (FICOBA), the Register of Life Insurance Contracts (FICOVIE), the Central Register of Last Wills (FCDDV) and the CICLADE service of the Caisse des dépôts, which lists dormant accounts and unclaimed assets.

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PERSONAL DATA PROTECTION NOTICE

The notarial office processes personal data concerning the persons mentioned herein in order to carry out notarial activities, in particular the formalities relating to deeds.

This processing is based on compliance with a legal obligation and the performance of a task carried out in the exercise of official authority delegated by the State to notaries, as public officers, in accordance with Ordinance No. 45-2590 of 2 November 1945.

Unless stated otherwise, the information requested in this document is necessary for the preparation and drafting of the deeds. Without it, the office may be unable to receive the deed, or to apply a provision favourable to the persons concerned.

This data may be transferred to the following recipients: legally authorised administrations or partners such as the Directorate General of Public Finances or, where applicable, the land register, notarial bodies, notarial organisations, the central registers of the notarial profession (Central Register of Last Wills, Central Electronic Register of Notarial Deeds, PACS register, etc.), notarial offices taking part in or contributing to the deed, the financial institutions concerned, specialised advisory bodies for the management of notarial activities, the Conseil supérieur du notariat or its delegate for producing statistics used to value real estate pursuant to Decree No. 2013-803 of 3 September 2013, and public or private bodies carrying out checks to identify politically exposed persons or persons subject to asset freezes or sanctions, and to combat money laundering and terrorist financing. These checks involve a transfer of data to a country outside the European Union governed by the European Commission's standard contractual clauses, intended to ensure a level of data protection essentially equivalent to that guaranteed within the European Union.

Disclosure of this data to these recipients may be essential to carrying out notarial activities.

Documents used to draw up, register and publish deeds are kept for 30 years from completion of all formalities. The authentic deed and its appendices are kept for 75 years, and for 100 years where the deed concerns minors or protected adults. Checks relating to politically exposed persons, money laundering and terrorist financing are kept for 5 years after the end of the business relationship.

In accordance with the applicable data protection regulations, individuals may request access to data concerning them. Where applicable, they may request its rectification or erasure, obtain restriction of its processing or object to it on grounds relating to their particular situation. They may also set instructions regarding the retention, erasure and disclosure of their personal data after their death.

To exercise these rights, individuals may write to the notarial office (xavier.baret@notaires.fr) or to the Data Protection Officer it has appointed (dpo.notaires@datavigiprotection.fr).

Anyone who gives the office information about other persons (spouse, children, heirs, company partners) is asked to inform them and to give them a copy of this notice.

If, after contacting the notarial office, these persons consider that their rights have not been respected, they may lodge a complaint with a European supervisory authority, the Commission nationale de l'informatique et des libertés (CNIL) in France.

9. CERTIFICATION AND SIGNATURE

The undersigned declare and warrant that they have provided the notary in good faith with all the information known to them and all documents in their possession, without knowingly omitting any.

By signing, I acknowledge that I have read the personal data protection notice above.

Heir or principal Date and signature	**Heir or principal** Date and signature