

## Contact the Public Guardian and Trustee

Estate and Personal Trust Services  
Public Guardian and Trustee  
700-808 West Hastings Street  
Vancouver, BC V6C 3L3

TEL **604 660 4444**  
EMAIL **estates@trustee.bc.ca**  
WEBSITE **www.trustee.bc.ca**

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Toll free calling is available through  
Service BC. After dialling the appropriate  
number for your area (below), request to  
be transferred to the PGT (regular office  
hours 8:30am-4:30pm, Mon-Fri).

VANCOUVER **604 660 2421**  
VICTORIA **250 387 6121**  
ELSEWHERE **800 663 7867**

# Estate Administration Services

## Without A Will

When a person dies without a will in BC, the *Wills, Estates and Succession Act* establishes the people who have a right to administer the estate.

### In order of priority they are:

- the spouse or a person nominated by the spouse
- a child having the consent of a majority of the children or a person nominated by that child
- a child not having the consent of a majority of the children
- an intestate successor other than the spouse or child, having the consent of the majority of intestate successors
- an intestate successor other than the spouse or child, not having the consent of the majority of intestate successors
- any other person the court considers appropriate to appoint including the Public Guardian and Trustee (PGT).

### Estates Administered by the PGT

If there are no next of kin willing and able to handle this responsibility, the PGT may choose to administer the estate if, after we assess the estate, we determine that our services are warranted.

The PGT does not administer estates if the estimated gross value of the estate's assets are not sufficient to pay funeral and administrative costs and PGT fees.

Administering an estate can be a lengthy process with many steps.

These include:

- making funeral arrangements
- identifying, securing and dealing with assets
- obtaining authority from the court
- identifying and paying valid debts and claims against the estate

- filing tax returns
- dealing with legal issues that arise
- identifying, locating and distributing the balance of the estate to the rightful intestate successors and/or beneficiaries.

## With A Will

When a person dies and leaves a will, it is the responsibility of the executor named in the will to handle funeral arrangements and administer the estate. If the executor cannot act and there is no one else (an alternate executor or a beneficiary) willing and able to administer the estate, the PGT may provide this service. The PGT can also be named as the executor in a will. In either case, the estate is administered and distributed according to the instructions set out in the will.

In administering an estate the PGT provides expert, impartial and professional service. Each estate is handled in accordance with established policies and procedures, including strict controls over how assets are secured, evaluated and disposed of and how estate funds are invested. Money held by the PGT while administering an estate earns interest. The PGT fees for administering an estate are set by regulation under the *Public Guardian and Trustee Act*.

Additional information about the Estate and Personal Trust Services offered by the PGT can be found on our website – [www.trustee.bc.ca](http://www.trustee.bc.ca). Specific information about administration fees is provided under the heading “Fees charged by the PGT”.

If you would like more information about the Estate Administration Services offered by the PGT, please call 604.660.4444 and ask to speak to an estate administrator or email us at [estates@trustee.bc.ca](mailto:estates@trustee.bc.ca).

*This information is provided as a public service by the Public Guardian and Trustee. The Public Guardian and Trustee does not provide legal advice.*