

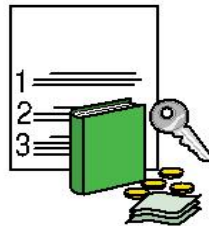
# Community Lives Consortium Tenants Lives Group



**Information Leaflet 1** - *(This leaflet was developed by Community Lives Consortium Tenants Lives Group and Rowan Associates)*

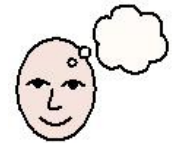


## Making a Will



This information leaflet tells you about making a Will.

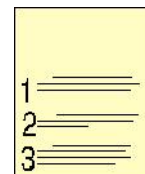
None of us like to think about things like dying. Most of us will not die until we are very old.



But it is still a good idea to plan what we would like to happen to our money and belongings.



Making a plan like this is called making a Will.



## What is a Will?

A Will is a legal document that explains what you want to happen to your money and belongings if you die.



Making a Will is a bit like deciding what gifts you would like to give to your friends and family.



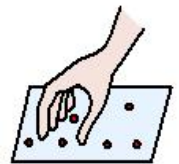
**Is it important to make a Will?**



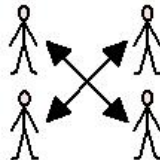
Yes, it is a good idea for everyone to make a Will.



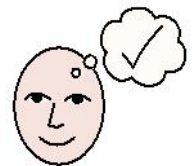
This is because if you have a Will you can decide what will happen to your money and belongings. You can choose which people you would like to give them to.



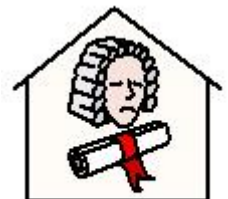
**Can anyone make a Will?**



Yes, if you understand what a Will is, then you can make one. You must also be able to understand what money and belongings you have, and what you would like done with them.



If someone holds a Deputy Order issued by the Court of Protection for you, this means that you may not understand what a Will is, or what money and belongings you have. You should therefore discuss your wishes with your Carer, Care Manager or Doctor.

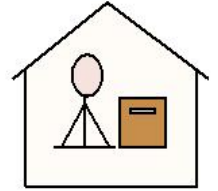


## I understand what a Will is. So how do I make a Will?



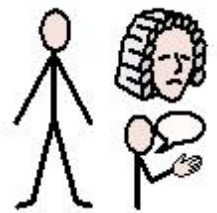
You can make a Will in two different ways.

If you do not have a lot of money or belongings, you can make your own will by completing a special Will form.

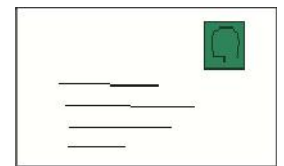


You can ask your relative or care manager to help you to get the Will form and to fill it in.

If you have a lot of money or belongings (for example if you own your own house), you should ask a solicitor to help you make your Will. It usually costs about £150 to make a Will with a solicitor. You can ask your relative or care manager to help you to find a solicitor and to come with you to see them.



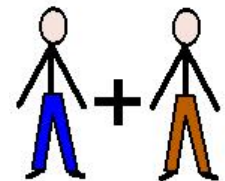
You must ask your doctor to write a letter to be kept with your Will. The letter should say that you understand what a Will is, and that you understand what belongings you have and what you want to do with them.



When you have finished making your Will, you will need to sign it. If you cannot write your name, you can draw a cross instead.



Two other people will need to sign your Will too. These people are called 'witnesses'. You can ask your friends, or staff who support you, to be your witnesses. Witnesses cannot be the people you leave money or personal belongings to.



## Can I leave my money or belongings to anyone I choose?

You can choose to leave your money or belongings to any of your friends or family or to an organisation.

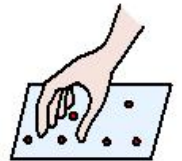


You should not leave any money or belongings to your support staff or social worker. This is because Consortium and Social Services do not allow support staff or your social worker to accept gifts of money or belongings from you.



## What things do I need to decide when I make my Will?

You might want to use some of these questions to help you decide what you want to put in your Will.



Who would I like to give my money to?  
*(You can choose more than one person. They could be friends, family or an organisation)*



What are my favourite belongings?



Who would I like to give my favourite belongings to?  
*(You can choose more than one person. They can be friends, family or an organisation).*



If I have a pet, who would I like to look after my pet?



Who is the person I would like to name in my Will to organise things for me?

*(This person needs to be somebody you trust. The person is called an 'executor'.)*



## Can I change my Will?

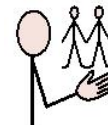


Yes, you can change your Will. It is best not to do this too often though, as it costs money.



If you change your Will, it is very important to keep the old Will in an envelope next to the new one. The envelope must have a note written on it which explains that you have made a new Will and the date that you made it. You must sign the note or draw your cross on it.

## Where should I keep my Will?



Your will must be kept in a safe place. You should ask your relative, appointee, care manager or solicitor to keep your Will safe for you. You can keep a copy of your Will yourself too.



**Note for supporters:** for more information about how to make a will through the Court of Protection see their guidance (Procedure Note 5 (PN5) *How a person with mental incapacity can make a will*). Consortium's Tenant Services Manager can provide you with a copy.