



Services Provided by Neff Law Office Professional Corporation

Neff Law Office Professional Corporation welcomes the opportunity to provide caring, personal legal services in the areas of Wills and Powers of Attorney, Estates and Trusts, Real Estate Sales, and providing for individuals with disabilities. You will notice that our style is different from other Ottawa law offices, from the moment you step into our welcoming and peaceful office and throughout your experience with our down-to-earth yet professional approach.

This brochure is designed to provide an overview of the legal services that we offer to our clientele.

Services for Clients Interested in Planning Ahead and Planning for the Unexpected

Preparing and Updating Wills – Whether you are single, married, in a common-law or same-sex relationship; whether you have dependants or not; whether you are a business owner or an employee – we will work with you to develop a Will that covers all of your goals while ensuring your beneficiaries receive the maximum possible.

Tax Planning and Estate Trusts – Legal strategies for those who would like to protect and preserve inheritances for spouses, children, or beneficiaries with disabilities.

Preparing and Updating Powers of Attorney (POA) and Living Wills – To ensure someone can manage your financial affairs or make personal care decisions for you when necessary. We recommend financial POAs for everyone over 18 and personal care POAs for everyone over 16.

Business Succession Planning – For owners of small businesses, we will work with you to facilitate business continuity and minimize taxes and probate fees by exploring strategies such as multiple Wills.

Services for Estate Executors and Trustees of Trusts

Probate – The Court-issued 'Certificate of Appointment of Estate Trustee' (commonly called 'Probate') allows the Executor to control estate assets and distribute to beneficiaries. We gather asset and other information to prepare and submit an application to Court whether or not there is a Will. We also assist in obtaining an Executor's Bond which is usually required if there is no Will.

Avoiding Probate – Some estates may not require probate. When we meet with the Executor or beneficiaries, we can advise if probate might be avoided thus reducing the cost of administering the estate.

Estate or Trust Administration – A simple estate or trust may be administered by the Executor or Trustee without legal assistance. For more complex estates or trusts or if an Executor or Trustee is too busy to administer a simple estate or trust, we provide estate and trust administration services and advice, as little or as much as is needed. We explain which income tax and trust returns need to be filed and advise the Executor of the filing deadlines. We can arrange for estate and trust income tax returns to be completed and filed.

Estate Accounting – An administrative and accounting support service to free you from the complex and time-consuming tasks of being an Executor or Trustee, while ensuring that estate accounting rules are followed and that you are paid for the work that you do.

Passing of Accounts of Executor – We prepare the Court documents which accompany the Executor accounts when submitted to Court. We can also prepare, or assist the Executor to prepare,

accounts so that records are in Court format. We will communicate with external agencies on behalf of the Executor as required.

Services for those acting under Power of Attorney (POA) or Guardianship

POA/Guardianship Accounting – An administrative and accounting support service to free those acting under a Power of Attorney or Guardianship from the complex and time-consuming task of being a Power of Attorney or Guardian while ensuring that POA or Guardianship accounting rules are followed. We also determine compensation calculations for POAs or Guardians to ensure that they are being compensated properly for their work.

Passing of Accounts of Attorney/Guardian – We prepare the Court documents which accompany the Attorney's/Guardian's accounts when submitted to Court. We prepare accounts so that records are in Court format. We will communicate with external agencies on behalf of the attorney or guardian as required.

Services for Potential Guardians of Individuals with Disabilities

Guardianship Applications – Preparing and filing Court applications for those with an incapable parent or a child or other family member with a disability.

Transfer of Statutory Guardianship – Assisting family members in applying and replacing the Public Guardian and Trustee as statutory guardian of a mentally incapable family member.

Services for Those Who Own Real Estate

Sale of Property – Drafting or reviewing an offer to purchase, preparing all documentation and correspondence to complete the sale.

Title Changes – Recommending, preparing, and registering title changes for sole, joint tenants, or tenants-in-common.

Survivorship Application – For those who have lost a spouse or joint property owner, to legally transfer property title to the surviving spouse or property owner.

Transmission Application – Prepare and register documents to transfer title of property from a deceased person to the Executor, so that the Executor may transfer the property to beneficiaries or sell it.

Privacy Policy

Neff Law Office Professional Corporation knows how important your privacy is to you. Our relationship with you is founded on trust and we are committed to maintaining that trust. Please see our Privacy Policy, which confirms our dedication to protecting your privacy and maintaining the trust that you have placed in our Ottawa legal team.

For more information or to book an appointment, please contact us by phone at 613-836-9915 or by email at info@nefflawoffice.com.

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