CHECKLIST FOR TRANSITIONING ARTIST’S PERSONAL POLICIES

☐ Ensure that all staff, family members and anyone with access to the artist/estate owned artwork and property (building, contents) understand who is legally responsible to make decisions with regard to these assets.

☐ Ensure that the locations are properly supervised in order to maintain control of the artist’s artwork and/or contents.

☐ What is the plan for the artwork? Is it being moved into storage or is it remaining in the home and/or studio?

☐ If the artwork remains in the home and/or studio is the home/studio occupied? Who is responsible for the safekeeping of the artwork with regard to maintaining alarms, heating, air condition, etc.?

☐ If the collection is going into storage who is responsible for that process? How is the storage facility being vetted?

☐ Prior to the move into storage, who is inventorying the collection?

☐ It may be wise to appoint a third party professional (collection manager, registrar, art advisor) to oversee the inventory process, movement into storage, etc. Emotions can sometimes run high with family members and long-time staff and a professional approach to these matters is always best.

☐ With regard to the artist’s valuable articles such as jewelry, autos, general contents, ensure these are properly secured to avoid theft. This property should be insured.

☐ Upon the artist’s death, personal policies will need to be transitioned into the Estate or Foundation’s name. Depending on the plans for the home a Commercial insurance policy may need to be put into place.