



CHECKLIST FOR TRANSITIONING ARTIST'S PERSONAL POLICIES

- Ensure that all staff, family members and anyone with access to the artist/estate owned art-work 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.

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