

PROBATE COURT OF DOUGLAS COUNTY

Instructions for Completing Inventory of Fiduciary

FILING FEES TO BE INCLUDED ARE \$42.00. Include an additional \$2.00 per page if additional pages are added to the original report. Do not include backup when calculating fees.

The inventory of the fiduciary required to file accountings with Probate Court must be full, complete and accurate. The inventory is a list of all items owned at the time of death. It is the responsibility of the fiduciary (administrator/executor) to fully and properly complete the inventory form; **it is not the responsibility of court staff to prepare or correct the inventory.** The inventory is due six months from the date you are appointed as administrator or executor.

PAGE 1

- 1) Enter the **ESTATE OF:** (Decedent's Name)
- 2) Enter the **DOCKET NO.** (the case number)
- 3) **REAL ESTATE** – give complete address or brief description and attach DEED RECORDS or evidence of ownership. Use Fair Market Value if no appraisal has been completed at the time of filing.

Enter **Total Value of Real Estate**

4) **PERSONAL PROPERTY - (Continued on page 2)**

-A- List Bank Account information (checking and savings) and attach copies of bank statements

-B- List Stocks, Bonds and other securities and attach copies of investment account statements, stock certificates and/or bonds information.

-C- List Vehicles and attach copies of titles to automobiles and boats. You may use Blue Book Value if no appraisal has been completed at the time of filing.

-D- If listing personal belongings such as clothing and jewelry, etc. you may estimate the value as long as there is little value however if antiques, expensive furs and jewelry are involved you should obtain a professional appraisal and include that as your documentation.

Enter **Total Value of Personal Property.**

PAGE 3

Complete Affidavit and sign in front of a Notary or Probate Court Clerk.

IN RE: ESTATE OF _____,)
)
) ESTATE NO. _____
DECEASED)

ITEM/DESCRIPTION (Attach additional sheets as necessary)	VALUE
---	-------

C. Vehicles (Automobiles, trucks, boats, etc.)

1. _____
2. _____
3. _____

D. Other personal property and personal effect (Describe)

_____	_____
_____	_____
_____	_____
_____	_____

Value of personal property from additional sheets (\$_____)

TOTAL VALUE OF PERSONAL PROPERTY

\$_____

My/Our current contact information is:

Printed Name

Printed Name

Street Address

Street Address

City, State, ZIP

City, State, ZIP

Home Telephone Work Telephone

Home Telephone Work Telephone

Electronic Mail (E-Mail) Address

Electronic Mail (E-Mail) Address

Signature of Attorney: _____

Printed Name of Attorney: _____

Address: _____

Telephone Number: _____

State Bar # _____

**IN THE PROBATE COURT
COUNTY OF DOUGLAS
STATE OF GEORGIA**

IN RE: ESTATE OF

_____,
DECEASED

)
)
)
)

ESTATE NO. _____

AFFIDAVIT

I (We), _____,
[Administrator(s)][Executor(s)] of the Estate of _____,
Decedent, do swear that the foregoing schedule contains a just, true and complete INVENTORY of
property, real and personal, belonging to the said Estate within my (our) hands, possession, control
or knowledge, so help me (us) God.

I (We) declare that I (we) have this date delivered by first-class mail a true and correct copy
of the foregoing INVENTORY filed for the Estate of _____,
Decedent, to each [beneficiary of the testate estate] [heir of the intestate estate] as required by law,
except to each of the following who have delivered to me (us) a written waiver of the of the right to
receive such copy, which waiver has not been revoked.

Sworn to and subscribed before me this
_____ day of _____, 20_____.

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Sworn to and subscribed before me this
_____ day of _____, 20_____.

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Signature of Administrator/Executor

Printed name of Administrator/Executor

Signature of Co-Administrator/Executor

Printed name of Co-Administrator/Executor

**IN THE PROBATE COURT
COUNTY OF DOUGLAS
STATE OF GEORGIA**

IN RE: ESTATE OF

_____,
DECEASED

)
)
)
)

ESTATE NO. _____

CERTIFICATE OF MAILING OF INVENTORY AND/OR ANNUAL RETURN

This is to certify that I have this date forwarded by first class mail, in a stamped addressed envelope, a copy of the foregoing (inventory) and/or (annual return) to all of the beneficiaries or heirs who are entitled to receive the inventory and/or annual return as shown below:

Please Note: If any of the following addresses are new addresses, please specify.

NAME:

ADDRESS:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Sworn to and subscribed before me this
_____ day of _____, 20____.

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Sworn to and subscribed before me this
_____ day of _____, 20____.

NOTARY/CLERK OF PROBATE COURT
My Commission Expires _____

Signature of Administrator/Executor

Printed name of Administrator/Executor

Signature of Co-Administrator/Executor

Printed name of Co-Administrator/Executor