

WAYNE COUNTY PROBATE COURT

www.wayneprobateandjuvenile.org

ESTATE- SUMMARY RELEASE CHECKLIST

Deposit: \$133.00

- Payment of Filing Fee
- Form 1.0 Surviving spouse, Next of Kin, Children, Legatees, and Devises
- Form 5.10 Application for Summary Release from Administration (*RC 2113.031*)
 - Application must be notarized.
 - Assets should not exceed limits as provided for in the application.
 - Copy of receipt/contract/other document confirming applicant's payment or obligation to pay funeral/burial expenses OR pre-payment receipt if surviving spouse, as provided for in application, to be attached to application (*per application*)
 - Real property, including mobile homes, modular homes and manufactured homes:
 - Can either be appraised OR the market value of real property, including mobile homes, modular homes and manufactured homes as found in the Wayne County Auditor's property (*Local Rule 61.1D*)
 - A copy of said appraisal or auditor's card shall be attached. (*Local Rule 61.1D*)
 - Motor vehicle, ATVs, motorcycles, personal watercraft, side cars, snowmobiles, trailers, utility vehicles, power boats, sailboats, personal watercraft, outboard motors, boat trailers, travel trailers/fifth wheels, motor homes, camping trailers, truck campers, and park models:
 - Can either be appraised OR value can be taken from the N.A.D.A. Official Used Car Guide under the category of "Avg Retail" or "Clean Trade-In," or in the current Kelly Blue Book under the category of "Private Party." (*Local Rule 61.1E*)
 - If the vehicle is not found in either the current N.A.D.A. Official Used Car Guide or in the current Kelly Blue Book, or in the event that the vehicle is in such a condition that it will be considered a "salvage" vehicle, a stipulated value agreed to by all beneficiaries in writing may be also accepted.
 - A copy of the appropriate page(s) from the N.A.D.A. Official Used Car Guide or the current Kelly Blue Book shall be attached.
- Form 5.11 Entry Granting Summary Release from Administration
 - One of two boxes should be checked
 - Decedent is a resident of Wayne County (*RC 2113.01*)

Copy of paid funeral bill showing payment by applicant or copy of contract showing **applicant's** obligation to pay funeral bill

Form 7.0 - Certification of Notice to Administrator of Medicaid Estate Recovery Program (if decedent was fifty-five (55) years of age or older at the time of death and has been determined to have been a recipient of medical assistance)

If Will exists:

- Form 2.0 Application to Probate Will (if applicable)
 - Original Last Will and Testament filed with Court (if applicable)
 - Form 2.4 - Certificate of Service of Notice to Probate of Will (if applicable)
 - To be filed within two months of fiduciary's appointment, or if no fiduciary has been appointed, not later than two months after the admission of the will to probate (*SupR 59; RC 2107.19*)
 - All next of kin and beneficiaries either need to:
 - 1) receive Form 2.2 – Notice of Probate of Will (to be filed with Court along with attached certified mail green card showing signature) (*SupR 59; CivR 73*)
- OR
- 2) sign Form 2.1 - Waiver of Notice of Probate of Will

If a vehicle is being transferred:

- Form 9.0.2 – Authority to Transfer Motor Vehicle

If real estate is being transferred:

- Form 12.0 – Application for Certificate of Transfer to transfer real estate with all applicable boxes on form marked/completed.
- Form 12.1 – Certificate of Transfer to transfer real estate
 - Should be preapproved by Wayne County Map Office