

CHECKLIST

RELEASE FROM ADMINISTRATION *WITHOUT* WILL

Initial Filing Fee:

Base Court Costs: \$88.00; an Application for Certificate of Transfer (Real Estate) is an additional \$10.00 and an Application for Transfer of Motor Vehicle is an additional \$5.00.

Requirements:

Filed in the Probate Court in the County where the decedent resided at time of death.

A Release from Administration may only be used if the following apply:

1. For deaths on or after 3/18/1999, where there is a surviving spouse entitled to the entire estate and the assets do not exceed one hundred thousand dollars (\$100,000); **OR**
2. For deaths on or after 11/9/1994 where there is no surviving spouse and the assets do not exceed thirty five thousand dollars (\$35,000).

Note: for deaths prior to the indicated dates, the valuation limits are reduced – see Form 5.0

E-Filing Process:

When the following documents are accepted by the Court and approved the Entry Relieving from Administration will be mailed to the Applicant.

Checklist:

Application for Relieve Estate from Administration (Form 5.0)
Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
Assets and Liabilities of Estate to Be Relieved from Administration (Form 5.1) –accompanied by valuations for ALL listed assets
Waiver of Notice of Application to Relieve Estate from Administration (Form 5.2)(if applicable)
Assignment (if applicable)
Proposed Entry Relieving Estate from Administration (Form 5.6)
Copy of Paid Funeral Bill with proof of who paid the funeral bill
Medicaid Recovery Acknowledgment (DCPC Form 7.1A) (Required in every estate without an attorney)
Copy of Marriage Abstract, if filing as the Surviving Spouse
Copy of Picture ID of the applicant
Copy of Death Certificate – with the social security number redacted
Copy of Auto Title (if automobile is being transferred)
If Real Estate is being transferred:
Application for Certificate of Transfer (Form 12.0)
Certificate of Transfer (Form 12.1)
(If property is located in Delaware County, must have approval stamp of the County Engineer’s Map Department prior to filing)
Verification of Valuation

Note: For dates of death prior to January 1, 2013, an estate tax Form ET 22 is required.