

Supplemental Checklist
Inventory and Transfers
Full Administration

Inventory

Filing Fee: \$20.00

Inventory is due 3 months after the date of appointment. See Rules of Superintendence Rule 77 and Greene County Local Rules 77.1 – 77.4 for specific information regarding Citations for late filings.

Required Forms:

- Inventory and Appraisal (Form 6.0)
- Schedule of Assets (Form 6.1)

Note: If the value of an asset is not readily ascertainable (example: businesses, jewelry, etc.), then see Greene County Local Rule 61.1 for requirements.

If automobile is listed

- Proof of valuation is required

If Real Estate is listed:

One of the following must be filed with the Inventory:

- Tax Valuation from Auditor
 - o See Greene County Local Rule 61.2 for more information about Alternative Valuation Method.OR
- Appointment of Appraiser (Form 3.0) *Filed prior to or simultaneously with Inventory*
 - o Note: If property was appraised, the appraiser needs to sign the Appraiser's Certificate on page 1 of the Inventory, or you may attach the appraiser's letter to the inventory. (we do not want the full appraisal filed)
 - o See Greene County Local Rule 61.1 for Appraiser requirements

Greene County Probate Court **does not** require the following, but will accept them for filing:

- o Waiver of Notice of Hearing on Inventory (Form 6.2)
- o Green cards showing proof of service

Real Estate Transfer *If applicable*

Filing Fee: \$8.00 (includes one Application and one Certificate of Transfer)

* Add \$1.00 for each Certificate of Transfer on the initial Application (you can have more than one Certificate on the same Application)

* Add \$8.00 for each additional Application and Certificate of Transfer

Required Forms:

- Application for Certificate of Transfer (Form 12.0)
- Certificate of Transfer (Form 12.1)
 - o If property is located in Greene County, the legal description must have the Auditor's approval stamp on the legal description before being filed in Probate Court.
- For dates of death prior to January 1, 2013, a form ET 22 is required

Motor Vehicle Transfer *If applicable*

Filing Fee: \$6.00

- Application for Transfer of Motor Vehicle (GC Form 78.2-A)
 - o Be sure to include the make, model, year and Vehicle Identification Number (VIN) on any type of motor vehicles. The title bureau cannot accept paperwork without this information.
- Application for Transfer of RV, Boat, Trailer (GC Form 78.2-B)
 - o Be sure to include the make, model, year and Vehicle Identification Number (VIN) on any type of motor vehicles, including mobile homes. Note: for boats it will be a "Haul Identification Number (HIN) instead of a VIN. The title bureau cannot accept paperwork without this information

Note: If a proposed transfer of a motor vehicle, RV, Boat, or Trailer is **different** than stated in a decedent's will, or under the laws of intestate succession, the consent of all parties with an interest in that motor vehicle, RV, Boat, or Trailer is necessary to approve any transfer. A Consent of Parties to Alternative Distribution of Tangible Personal Property (GC Form 78.2-C) shall be filed with any transfer form that proposes an alternate distribution of tangible personal property.