

**Please read and follow the instructions for
DISPOSITION OF PERSONAL PROPERTY**

TO OBTAIN A DISPOSITION OF PERSONAL PROPERTY WITHOUT
ADMINISTRATION, YOU MUST FILE THE COMPLETED FORMS AS FOLLOWS:

- Disposition without Administration Petition - 3 pages, notarized (required)
- Certified Death Certificate (required)
- Original Will - If the decedent had a will, the original has to be filed with the verified statement, unless previously filed.
- Copy of PAID funeral bill.
- Copy of paperwork showing the asset - copy of stock, bank statement, etc. (required)
- Copy of last 60 days medical expenses with receipts
- Consents of any additional heirs with address and notarized signature, or death certificate, if applicable.
- Statement Regarding Creditors - *Our judges have consistently required petitioner's to file for a Summary Administration when there are known creditors.* (required)
- Filing fee of \$231.00 payable to: DeSoto Clerk of Courts.

Disposition of Personal Property Without Administration does not apply when the asset consists of the decedent's Income Tax return. Refer the petitioner to Florida Statute 735.302.

- ✓ When filling out the petition:
- ✓ Print the decedent's name after the words "In Re:?"
- ✓ Print your name and address, as well as all other required information
- ✓ Check correct box indicating that either there is no will, or that you are filing it at this time.
- ✓ List beneficiaries (heirs) in descending order at item no. 2; you may use the back of the form, but indicate on the front of the form that you've done so.
- ✓ When listing estate property at item no. 3, you must provide the mailing address as part of the description. You may consult Florida Statute No. 732.402 for definitions of "exempt property."
- ✓ Attach a copy of the paid funeral bill and the last 60 days medical expenses and receipts showing payment. (If the asset is needed to pay the bill, the order can reflect that the proceeds go directly to the funeral home.)

The forms may be sworn to before the deputy clerk or a notary public. After completing the forms, file all documents with the clerk along with the filing fee. All documents will be forwarded to the judge. A plain copy and a certified copy of the Order to Disburse or Transfer Assets will be provided to you. The certified copy is to be presented by you to the financial institution.

In the Circuit Court in and for DeSoto County, Florida

IN RE: ESTATE OF

PROBATE DIVISION

File Number _____

(Decedent's Name)

**Disposition of Personal Property without Administration
Verified Statement**

Petitioner alleges:

1. Petitioner, whose name and address are _____

and whose Social Security number is _____, is _____ (relationship to decedent)
of _____ (decedent), who died at
_____ on the _____ of _____
, 20____, a resident of _____, whose
last known address was _____, and
whose age, if known, was _____ and whose Social Security number is _____.

The decedent left no will

The decedent's will was deposited with the Clerk on _____, 20__.

2. So far as is known, the names of the beneficiaries of decedent's estate and of the decedent's surviving spouse, if any, their addresses and relationship to decedent, and the ages of any who are minors are:

NAME	ADDRESS	RELATIONSHIP	AGE (Birth Date if Minor)

3. The estate of decedent consists only of personal property exempt from the claims of creditors under the Constitution of Florida, and non-exempt personal property the value of which does not exceed the sum of the amount of preferred funeral expenses and reasonable and necessary medical and hospital expenses of the last 60 days of the decedent's last illness, all being described as follows:

EXEMPT:	Description	Value

NON-EXEMPT:	Description	Value

Preferred funeral expenses (statement or receipts attached):

Services by	Amount	Paid or Due

Medical and hospital expenses for last 60 days of last illness (statement or receipts attached):

Services by	Type of Service	Amount	Paid or Due

Other debts of decedent:

Creditor	Goods or Services (How incurred)	Amount

Requested payment of distribution to:

Name	Property	Amount or Value

I know of no other assets or debts of the decedent except: _____

Under penalties of perjury, I declare that I have read the foregoing and the facts alleged are true, to the best of my knowledge and belief.

 (Signature of Petitioner)

 (Address of Petitioner)

 (Telephone)

Subscribed and sworn to (or affirmed) before me on _____ by _____.
(date) (name of affiant, deponent or other signer)

He/she is personally known to me or has presented _____ as identification.

 Signature of person taking acknowledgment

-- OR --
 NADIA K. DAUGHTREY,
 Clerk of Circuit Court, DeSoto County

 Name of Acknowledger typed, printed or stamped

By: _____
 Deputy Clerk

 Title

(seal) Commission Number & Expiration Date

_____, _____

IN THE CIRCUIT COURT IN AND FOR DeSOTO COUNTY, FLORIDA

IN RE: _____
Deceased

File Number _____
Probate: Division

CONSENT TO DISPOSITION OF PERSONAL PROPERTY

The undersigned consents to _____, the petitioner, receiving the following property:

Description of Asset	Account Number	Dollar Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

and waives all claims, rights, title, and interest in said property.

Sworn and subscribed to before me this _____ day of _____, 20____,
who ___ is personally known or _____ produced identification.
Type of Identification produced _____.

Statement made before: _____
(Signature)

(Deputy Clerk or Notary) (Print Name)

My commission expires: _____
(Street Address)

(City, State, Zip Code)

(Telephone)

IN THE CIRCUIT COURT IN AND FOR DeSOTO COUNTY, FLORIDA

IN RE: _____
Deceased

File Number _____
Probate: Division

AFFIDAVIT

Comes now, the Petitioner of the above entitled estate, and shows the Court as follows:

1. That the petitioner is qualified and entitled to receive the asset requested in the petition, and that

2. At the time of death, the deceased was unmarried, and deceased had no living children, adopted or natural.

Under penalties of perjury, I declare that I have read the foregoing, and the facts alleged are true, to the best of my knowledge and belief.

Sworn and subscribed to before me this ____ day of _____, 20____,
who ____ is personally known or _____ produced identification.
Type of Identification produced _____.

Statement made before: _____
(Signature)

(Deputy Clerk or Notary) (Print Name)

My commission expires: _____
(Street Address)

(City, State, Zip Code)

(Telephone)

IN THE CIRCUIT COURT IN AND FOR DeSOTO COUNTY, FLORIDA

IN RE: _____
Deceased

File Number _____
Probate: Division

STATEMENT REGARDING CREDITORS

The undersigned, _____, as
PRINT NAME OF PETITIONER

petitioner for the disposition of personal property without administration for the

decedent _____, alleges:

PRINT NAME OF DECEDENT

Diligent search has been made to ascertain the names and location or mailing addresses of any creditors of the decedent and of all other persons having claims or demands against the deceased.

The names and, if known, the addresses of any creditors or other persons ascertained to have claims or demands against the deceased are as set forth below
(LIST CREDITORS BELOW OR INSERT "NONE" AS APPROPRIATE):

Under penalties of perjury, I declare that I have read the foregoing, and the facts alleged are true, to the best of my knowledge and belief.

Signed on _____, 2____.

(Signature)

Statement made before:

(Print name)

(Deputy Clerk or Notary)

(Street Address)

(City, State, Zip Code)

(Notary Seal)

(Telephone)

IT IS A CRIMINAL OFFENSE TO GIVE FALSE INFORMATION IN THIS STATEMENT

Florida Statutes --

735.301 Disposition of Personal Property without Administration -

- (1) No administration shall be required or formal proceedings instituted upon the estate of a decedent leaving only personal property exempt under the provisions of s. 732.402, personal property exempt from the claims of creditors under the Constitution of Florida, and nonexempt personal property the value of which does not exceed the sum of the amount of preferred funeral expenses and reasonable and necessary medical and hospital expenses of the last 60 days of the last illness.
- (2) Upon informal application by affidavit, letter, or otherwise by any interested party, and if the court is satisfied that subsection (1) is applicable, the court, by letter or other writing under the seal of the court, may authorize the payment, transfer or disposition of the personal property, tangible or intangible, belonging to the decedent to those persons entitled.
- (3) Any person, firm or corporation paying, delivering, or transferring property under the authorization shall be forever discharged from any liability thereon.

732.402 Exempt Property

- (1) If a decedent was domiciled in Florida at the time of death, the surviving spouse, or, if there is no surviving spouse, the children of the decedent shall have the right to a share of the estate of the decedent as provided in this section, to be designated exempt property.
- (2) Exempt Property shall consist of:
 - (a) Household furniture, furnishings, and appliances in the decedent's usual place of abode up to a net value of \$10,000 as of the date of death; and
 - (b) All automobiles held in the decedent's name and regularly used by the decedent or members of the decedent's immediate family as their personal automobiles.
- (3) Exempt property shall be exempt from all claims against the estate except perfected security interests thereon.
- (4) Exempt property shall be in addition to any property passing to the surviving spouse or heirs of the decedent under s. 4, Art. X of the Florida Constitution or the decedent's will or by intestate succession, elective share, or family allowance.
- (5) Property specifically or demonstratively devised by the decedent's will to any devisee shall not be included in exempt property. However, persons to whom property has been specifically or demonstratively devised and who would otherwise be entitled to it as exempt property under this section may have the court determine the property to be exempt from claims, except for perfected security interests thereon, after complying with the provisions of subsection (6).
- (6) Persons entitled to exempt property shall be deemed to have waived their rights under this section unless a petition for determination of exempt property is filed by or on behalf of the persons entitled to the exempt property within 4 months after the date of the first publication of the notice of administration or within 40 days from the date of termination of any proceeding involving the construction, admission to probate, or validity of the will or involving any other matter affecting any part of the estate subject to this section.

Florida Rules of Civil Procedure

Rule 5.420 Disposition of Personal Property without Administration.

- (a) **Application.** An interested person may request a disposition of the decedent's personal property without administration. An application signed by the applicant shall set forth the following information:
 - (1) the description and value of the exempt property;
 - (2) the description and value of the other assets of the decedent;
 - (3) the amount of preferred funeral expenses and reasonable and necessary medical and hospital expenses for the last 60 days of the last illness together with accompanying statements or payment receipts; and
 - (4) each requested payment or distribution or personal property.
- (b) **Exempt property.** If the decedent's personal property includes exempt property, or property that can be determined to be exempt property, the application must also be signed by all persons entitled to the exempt property of their representative.
- (c) **Preparation.** On request, the clerk shall assist the applicant in the preparation of the required writing.
- (d) **Disposition.** If the court is satisfied that disposition without administration is appropriate, the court may, without hearing, by letter or other writing authorize the payment, transfer, or disposition of the decedent's personal property to those persons entitled to it.

There must be no real property involved

Any person, firm or corporation paying, delivering or transferring property under the authorization shall be forever discharged from any liability thereon.

The Ex Parte Clerk or Deputy Clerk, charged with the responsibility of preparing the affidavit for the court, will interview the petitioner, obtain for the file:

- (1) A certified copy of death certificate;
 - (2) Copies of medical and hospital bills for the last 60 days of illness;
 - (3) The paid or unpaid funeral bill;
 - (4) Copy or copies of documents that you are attempting to transfer to you (i.e. bank statement, copy of stock);
 - (5) If the decedent left a will, it must be filed for record in the probate division (Any will filed for record only will not be a probated will);
- And (6) Any necessary waivers and consents.

The Ex Parte Clerk will then prepare an Order directed to the payee.

Please check with the clerk's office for proper fee to file this form.