

# INVENTORY for EXECUTORS / ADMINISTRATORS

- If mailing this form to the court, please make sure your signature is notarized on the Inventory form and the Certificate of Mailing.
- Mail to: Chatham County Probate Court  
ATTN: PROBATE  
P.O. Box 8344  
Savannah, GA 31412
- Please send a cashier's check or money order made payable to:  
Chatham County Probate Court
- Estate Inventory Filing Fee is \$40.00 plus \$2.00 per page

## General Instructions for Completion of an Inventory

*The figures used to complete this form should represent the property at the time that the estate is opened, not the time that the document is filed.*

### **What is it?**

An inventory provides a "snapshot" of an estate at the time it is opened. This form is used to state the status of the estate at the time the personal representative began to serve.

### **When is it due?**

The inventory is due within six months of appointment for decedent estates.

### **How do I complete the signature portion?**

The inventory should be signed in front of a notary or a Probate clerk by ALL personal representatives.

### **What attachments are necessary?**

Attach the bank statement showing the account title(s) and balance(s) from the month in which the estate was opened.

### **What part should I NOT complete?**

The final date and signature line is for the Judge! Please do not write on these lines.

**INVENTORY**

TO THE HONORABLE JUDGE OF THE PROBATE COURT OF THIS STATE AND COUNTY:

The following is a true and complete inventory of the estate, both real and personal, of

\_\_\_\_\_, deceased by \_\_\_\_\_, (Administrator)(Executor)

<u>ESTATE ASSET TYPE</u>	<u>VALUE ON THE DATE LETTERS ISSUED</u>
<b><u>PERSONAL PROPERTY:</u></b>	

A. Bank Accounts (e.g. savings, checking, CD's; list name of financial institution and account number)  
*Please attach original bank documents showing ending balance and title of account.*

1) _____		\$ _____	
2) _____		\$ _____	
3) _____		\$ _____	

B. Stocks (company and number of shares), Bonds (face amount) and other securities

1) _____		\$ _____	
2) _____		\$ _____	

**TOTAL VALUE OF LIQUID PERSONAL PROPERTY** ..... \* \$                     

*\*This number will be the beginning balance on your first annual return! ↑*

**REAL ESTATE:** (include address and county where located and attach copy of deed)

Parcel One: \_\_\_\_\_ \$ \_\_\_\_\_

Parcel Two: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL VALUE OF REAL PROPERTY** ..... \$                     

**TANGIBLE PERSONAL PROPERTY:**

A. Vehicles (autos, boats, trucks, etc.)

1) _____		\$ _____	
2) _____		\$ _____	

B. Other personal property of significant value:

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL VALUE OF TANGIBLE PROPERTY** ..... \$                     

\*Is the estate a party in a pending suit?  No  Yes

\*If the estate does not have significant assets and no suit is pending, state the reason why the estate was opened:

\_\_\_\_\_

SWORN TO and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public or Court Clerk

\_\_\_\_\_  
Signature (Administrator) (Executor)

\_\_\_\_\_  
Signature (Administrator) (Executor)

ORDERED THAT THE FOREGOING INVENTORY BE RECORDED \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
JUDGE, PROBATE COURT

IN THE PROBATE COURT OF CHATHAM COUNTY  
STATE OF GEORGIA

IN RE:            ESTATE OF

ESTATE NO.

\_\_\_\_\_

**CERTIFICATE OF MAILING OF INVENTORY OR ANNUAL RETURN**

*Please specify if any of the following addresses are new addresses:*

This is to certify that I have, on this date, mailed a copy of the foregoing (inventory) (annual return) by first class mail to all of the beneficiaries or heirs of this estate, as shown below and as required by O.C.G.A. § 53-7-30:

NAME:

ADDRESS:

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

\_\_\_\_\_  
Signature of Personal Representative of Estate

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public or Clerk of Probate Court

\_\_\_\_\_  
Signature of Personal Representative of Estate

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public or Clerk of Probate Court