

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>
<u>PERSONAL PROPERTY:</u>	

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: _____

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: _____

Sworn to and subscribed before me
this _____ day of _____, 20 _____

Notary Public or Clerk of Probate Court