Checklist for:

**Disposition of Personal Property w/o Administration**

|  |
| --- |
| Estate of: |
|

|  |  |  |  |
| --- | --- | --- | --- |
| File #: |  | Date: |  |
| Attorney: |  |  |  |

 |

**Personal property (<= $1000) exempt under Art. X, Sec. 4, Fla. Const. (to heirs)**

|  |  |  |  |
| --- | --- | --- | --- |
| Docket# | Item# | Date |  |
|  |  |  | Venue is proper (FL resident domiciled in county OR Non-res w/prop in county) [733.101] |
|  |  |  | Certified copy of Death Certificate [731.103(1), 5.171(a), 5.205(a)(4) |
|  |  |  | Verified Statement, Affidavit or Letter [731.104, 5.020e] |
|  |  |  | Value of all property [735.301(1), 5.420(a)(1)(2)] |
|  |  |  | Personal Property exempt under 732.402(1), Fla. Stat. (spouse or children only) |
|  |  |  | Preferred Funeral Expenses [733.707(b), 5.420(3)] |
|  |  |  | Preferred Medical Expenses of last 60 days of last illness [733.707(d), 5.420(3)] |
|  |  |  | Funeral and medical expenses equal or exceed the property to be distributed [735.301(1)] |
|  |  |  | Is there a will? (Yes / No) |
|  |  |  | If there is a will, has the original been filed? [732.901(1)] |
|  |  |  | Did the person applying pay the bill and file proof, i.e. a receipt? [5.420(3)] |
|  |  |  | Is the applicant a person who applies for exempt property? [732.402(1)] |
|  |  |  | If there is a surviving spouse, has the spouse consented or been given notice? [731.201(22)] |
|  |  |  | Anyone else who may need to receive notice or may be entitled to a distribution or may need to sign the petition? [731.201(2), (18), (22), 5.420(b)] |

|  |  |
| --- | --- |
| **Person Applying** | **Relationship** |
|  |  |

|  |
| --- |
| Comments: |
|  |
|  |
|  |
|  |