Checklist for:

 **Petition for Administration (Intestate)**

| Estate of: |
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| File #: |  | Date: |  |
| --- | --- | --- | --- |
| Attorney: |  |  |  |

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| Docket# | Item# | Date |  |
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|  |  |  | Certified copy of death certificate [731.103(1), 5.171(a), 5.205(a)(1), 5.205(c)] |
|  |  |  | Petitioner’s name, interest in estate and address [731.201(20), 733.202, 5.200(a)] |
|  |  |  | Name, last known address and last four digits of social security number of decedent [5.200(b)] |
|  |  |  | Date and place of death of decedent and state and county of decedent’s domicile [5.200(b)] |
|  |  |  | Surviving spouse (if any) and correct beneficiaries with respective relationships and addresses listed and birthdates for minor beneficiares included [731.201(2), 5.200(c)] [ ] **Minors?\_\_\_\_** |
|  |  |  | Venue is proper [733.101, 5.050, 5.200(d) |
|  |  |  | Petitioner must be either \_\_\_\_a FL resident OR  **\_\_\_\_**related to decedent w/in certain degree and otherwise qualify as a Personal Representative under FL law. [733.302, 733.303, 733.304] |
|  |  |  | Priority to serve as Personal Representative: [733.301(1)(b), 5.200(e), 733.2123, 5.201(b)]\_\_\_\_Surviving Spouse \_\_\_Other preference \_\_\_No preference but proper notice given |
|  |  |  | Domiciliary or principal proceedings pending in another state or country? [5.200(f)] If so, name and address of foreign representative and court issuing letters [5.200(f)] |
|  |  |  | Assets AND approximate values listed [5.200(g)] |
|  |  |  | Verified petition [5.200, 5.020(e)] |
|  |  |  | Either \_\_\_Statement that after exercise of reasonable diligence petitioner is unaware of any unrevoked Wills or Codicils OR \_\_\_Statement why any unrevoked Wills or Codicils are not being probated. [5.200(h)]  not being probated. [5.200(h) |
|  |  |  | Bond Considerations [733.402, 733.403] Cash Assets: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Assets: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | \_\_\_Petition to waive bond filed OR \_\_\_bond waived by all interested parties [733.402(4), 5.180, 5.235(c)] |
|  |  |  | Wrongful death case? |
|  |  |  | Oath and designation of resident agent [5.110, 5.235(a)(3), 5.320] |
|  |  |  | Proposed correct Order Appointing Personal Representative |
|  |  |  | Proposed correct Letters of Administration |
|  |  |  | Attorney Required? [5.030] |

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| Comments: |
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