

# Instructions for the Affidavit for Collection of Personal Property of the Decedent Form

## DEFINITIONS

**Affiant:** The person entitled to the property that was owned by the Decedent.

**Decedent:** The original owner of the property who has passed away.

**Entity:** Who is currently in possession of the Decedent's property.

## AFFIANT SECTION

1. The Decedent's death date needs to match the date on the death certificate.
2. "Relation to the Decedent"
  - Examples: Daughter, Son, Nephew, Aunt, etc.
  - Be sure to include the appropriate pronoun (she/he/they) and verb tense ("is" if referring to a single individual or "are" if referring to multiple people).
3. Estates totaling more than \$100,000 (gross, not net) require the probate process and cannot be claimed using this form.
4. This form needs to be submitted a minimum of 30 days after the death of the Decedent.
5. The Affiant will not be considered the "Personal Representative" until the court appoints them as such.
6. Examples of property descriptions:
  - Checking or Savings Account Numbers
  - Itemized list of personal belongings and their serial numbers (furniture, instruments, etc.)
  - Itemized list of a jewelry collection

Be sure to include the address where the Decedent's property is currently being held.

## NOTARY SECTION

- The county and date need to reflect the location and date of notarization.
- You may complete the Affiant's name and the date if notarizing on the same day and location.