

## **SMALL ESTATE AFFIDAVIT GUIDELINES**

T.C.A. §30-4-101, et. seq.

**Small Estate Affidavits are used to administer assets with a total gross value at or below \$50,000.00. This \$50,000.00 excludes interest in any real property.**

**FILING FEE:** (Cash or Cashier's Check ONLY)  
With Will \$105.50 / Without Will \$100.50

**FORMS REQUIRED:** Small Estate Affidavit form  
Consent to Serve Without Bond form (1 for each Next-of-Kin)  
Original Will (if decedent left a Will)  
Certified Copy of Death Certificate

Listed below are the requirements, information and criteria for filing a Small Estate Affidavit:

The total value of all the personal property must be \$50,000.00 or less and not include real property.

The decedent must have **resided** in the County. If the decedent's place of death was in the County but the decedent's residence was in another county, the Affidavit must be filed in the county of residence **not** this County.

You must wait forty-five (45) days from the date of death to file the Small Estate Affidavit.

You must include the decedent's **full name** (as it appears on the Death Certificate) when preparing the Affidavit.

If the decedent left a Will, you must bring the **original Will** to the Clerk's Office. **The Will is not being probated -- it is being filed to support the Affidavit.**

As the Affiant, you must obtain signed and notarized **Consent to Serve Without Bond** forms of all the next-of-kin. If you are unable to obtain **Consent** form(s), you must notify the next-of-kin of the hearing date. **NOTE:** Minor and incompetent individuals cannot consent. If the Small Estate Affidavit incorporates minors or incompetents, the Court may set a Bond for the value of the personal property sought in the Affidavit.

You must list any known unpaid debts the decedent had at the time of death. Please list the creditor's name, address and amount of the debt.

If the amount of the debt exceeds the value of the personal property, you should seek legal advice from an attorney.

If you paid for the funeral expenses, you may list yourself as a creditor in order to be reimbursed for that expense. (Please attach receipts for funeral expenses to the Affidavit.)

List the location and value of the property you are trying to gain access to.

You will be given a hearing date upon filing the Affidavit.

**Although the Clerk's Office is authorized to assist Affiants in completing the Small Estate Affidavit form, this office is not allowed to give legal advice. If you have any legal questions regarding this process, you should seek legal advice from an attorney.**

**In the Circuit Court of \_\_\_\_\_ County, Tennessee  
(Probate Division)**

**SMALL ESTATE AFFIDAVIT  
T.C.A. §30-4-101, et. seq.**

DOCKET NUMBER: \_\_\_\_\_

ESTATE OF: \_\_\_\_\_

Your Affiant, \_\_\_\_\_, would respectfully show unto the Court as follows:

That the deceased, age \_\_\_\_\_, died on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, in \_\_\_\_\_ County, State of Tennessee, and that his/her last residence was:

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

- The decedent left no Will.                       The decedent left a Will and the Will has been deposited with the Clerk of this Court, and a copy has been filed to support this Affidavit.

The decedent left the following unpaid debts at the time of his/her death:

<u>CREDITOR</u>	<u>ADDRESS</u>	<u>AMOUNT</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

(IF OTHER DEBTS, ATTACH A SEPARATE SHEET)

The decedent died owning the following property (list all personal property which includes cash, bank accounts, notes receivable, automobiles, stocks and bonds and life insurance payable to the estate, mechanical equipment, household furnishings, etc.)

**Do Not List Jointly Owned Property**

<u>ITEM</u>	<u>LOCATION / POSSESSION</u>	<u>BANK ACCT # (if applicable)</u>	<u>VALUE</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

(IF OTHER PERSONAL PROPERTY, ATTACH SEPARATE SHEET)

**TOTAL PERSONAL ESTATE: \$ \_\_\_\_\_**



In the Circuit Court of \_\_\_\_\_ County, Tennessee  
(Probate Division)

**CONSENT TO SERVE WITHOUT BOND – SMALL ESTATE**

IN THE ESTATE OF:

\_\_\_\_\_ **Deceased**

**DOCKET NO:** \_\_\_\_\_

I, \_\_\_\_\_, beneficiary of the above referenced Estate, do hereby waive my appointment as the Personal Representative/Affiant of this Estate and consent to the appointment of \_\_\_\_\_ as Personal Representative/Affiant of the Estate, and I further state to the Court that this appointment shall be **WITHOUT SURETY BOND**.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

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

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

\_\_\_\_\_  
**Notary Public / Deputy Clerk**

Commission Expiration Date: \_\_\_\_\_