



## **INVENTORY INSTRUCTIONS**

**DUE: 3 Months after opening**

**Filing fee: PREPAID**

An inventory is a listing of the decedent's assets valued at date of death. The personal representative (executor or administrator) must submit an inventory within three (3) months of the granting of the letters (opening of the estate). The inventory consists of a cover page, five schedules, and a recapitulation page. Please read "General Instructions" on the inventory before completing the form.

**\*\*Be aware of your due date. Overdue documents will be charged a late fee.**

**\*\*If you require additional time to complete this form, submit an extension request form to our office before the due date.**

**\*\*If there are no assets matching the description on a schedule, write "None". Do not remove the page.**

**\*\*There should be no negative numbers on the inventory.**

**\*\*Go to <https://www.nccde.org/681/Forms> for fillable and non-fillable versions of the inventory, the extension request form, and a sample inventory.**

### **Cover Page**

1. **Decedent's Name:** Full name of the person who passed away.
2. **Residence at time of death:** Full address, including city, state and zip code, of the last residence of the decedent.
3. **Date of Death:** Month, day, and year the person passed away.
4. **Testate or Intestate:** Testate means the decedent had a will; intestate means that he/she did not.
5. **Date Letters Granted:** Month, day and year estate was opened.
6. **County:** New Castle
7. **Name, Address, Phone Number and Email of Personal Representative:** Full name, address (including city state and zip code), best phone number and best email address of the person handling the estate. If there are two people handling the estate, fill that person's information in on the next set of lines (name, address, best phone number and best email address).
9. **Name and Address of Attorney, if any:** List the name and address of the attorney if he/she is assisting with probate. If there is no attorney, write "pro se".
10. **Have you previously filed an inventory for this estate?** Mark yes if you have previously filed an inventory. Mark no if this is the first inventory to be filed for the estate.

**Schedule A – SOLE REAL ESTATE** *If the decedent had no solely owned real estate, write "None". Mobile homes and cemetery plots are not considered real estate (these would be listed on Schedule E).*

1. **Item No.:** Number properties (1, 2, 3, etc.) if there is more than one property.
2. **Description:** Enter the complete address(es) of the individual piece(s) of real estate located in the State of Delaware, along with parcel numbers (call the appropriate county Treasury office if you do not know). **BELOW EACH PROPERTY, LIST THE FULL NAME(S), RELATIONSHIP TO DECEASED, AND COMPLETE ADDRESS(ES) OF THOSE TO WHOM THE PROPERTY PASSES. Also include the percent/portion of the property each person inherits. The will (or if there is no will, the intestate laws of Delaware) determine to whom the property passes. Follow the directions in the will (or intestate laws). If you don't know to whom the property passes, consult with an attorney. This is not a matter of discretion and it is important that the list of heirs be accurate. If the property has been sold, the Register of Wills still needs to know how title passed upon death. If the will directs the property to be sold, write "To Be Sold".**
3. **Value at Date of Death:** Enter an appraisal/fair market value in the right-hand column for each piece of real estate listed. The value of the real estate is determined by what the property could have sold for at the time the decedent died.
4. **Tax Bill:** Enter the name and address to whom the tax bills should be mailed. If this is left blank, the inventory will be rejected/returned to you.
5. **Total:** Add the column and enter the total in the box at the bottom right hand corner of the page.
6. **Estate:** Decedent's full name to be written at bottom of page.

**Schedule B – JOINTLY OWNED ASSETS** *Real estate, monies, or any other asset owned jointly with anyone.*

1. **A, B, & C:** These rows are for listing the names, relationships, and addresses of each surviving joint owner of assets with the decedent. If more space is needed, an additional page may be added.
2. **Item No.:** Number the jointly owned assets (1, 2, 3, etc.) if there is more than one.
3. **Description:** List individual items here. Items may include real estate, bank accounts, mobile homes, stocks, bonds, boats, trailers, cars, household goods, antiques, etc. List anything that is jointly owned. Place the letter of the joint owner (from above) beside each item.
4. **Fair market value at the date of death:** Value (or estimated value) of each item at the date of death.
5. **Total:** Add the column and enter the total in the box at the bottom right hand corner of the page.
6. **Estate:** Decedent's full name to be written at bottom of page.

**Schedule C – BANK ACCOUNTS AND CASH**

1. **Item No.:** Number items (1, 2, 3, etc.) if there is more than one.
2. **Description:** List cash, checking and savings accounts, certificates of deposit, money market accounts, and money **OWED TO DECEDENT**. A bank account held jointly for convenience of the decedent only is considered a solely held asset and should be listed here. Please list name of bank/financial institution but it is not necessary to list actual account numbers.
3. **Fair Market Value at date of death:** What the asset was worth at the date of death.
4. **Total:** Add the column and enter the total in the box in the bottom right hand corner of the page.
5. **Estate:** Decedent's full name to be written at bottom of page.

**Schedule D – STOCKS AND BONDS** *Complete only if stocks and bonds are solely held. Do not list anything with a living beneficiary designated with the holding company. If none, enter none.*

1. **Item No.:** Number items (1, 2, 3, etc.) if there is more than one.
2. **Description:** Enter all stocks and bonds separately. "Bonds" are savings bonds, municipal bonds, etc. If the bond has a POD or pay on death designation on the front, it does not need to be listed. Sample labels/descriptions: "63 shares General Motors Corporation stock" or "Merrill Lynch mutual fund".
3. **Fair Market Value:** Balance of the asset at time of death (determined by price per share at date of death).
4. **Total:** Add the value of assets and enter the total in the box at the bottom right hand corner.
5. **Estate:** Decedent's full name to be written at bottom of page.

**Schedule E – VEHICLES AND MISCELLANEOUS PROPERTY** This page includes any items not listed on previous pages that are solely owned or payable to the Estate. Examples: mobile homes, RVs, cars (year/make/model), cemetery plots, household goods and contents, furniture, jewelry, antiques, collectibles and collections, excluding clothing. Value may need to be estimated by the personal representative (resale/garage sale value) or for higher value items, an appraiser. You should not list jointly owned assets (list these on Schedule D). Only list employee death benefits, life insurance proceeds, individual retirement accounts, and annuities **WITHOUT LIVING NAMED BENEFICIARIES OR THAT ARE PAYABLE TO THE ESTATE**.

**Recapitulation:** Transfer each schedule's totals to the appropriate line on the Recapitulation page. The lines are in order of the schedules. Add Schedules A and B for "Total of Sole Real Estate and Joint Assets". Add Schedules C, D, and E for "**Total of Probate Assets**". This total is starred and boxed because **you will need this figure for the NC30 Accounting form**. Please do not round any figures. Also, please double check your figures for accuracy.

**Oath or Affirmation of Personal Representative:** On the first line enter the personal representative(s) name, then enter the decedent's name on the next line. The signature of the personal representative must be notarized, so do not sign ahead of time. Sign in front of a notary in the Register of Wills office or a regular public notary. Make sure to bring your photo ID.

**Filing Instructions:** The inventory may be dropped off or mailed to the Register of Wills office at the address on the front. If the inventory needs correction, it will be returned to you. There is a \$10 penalty for the third time the inventory is returned to you for correction. Note that there is a \$1 fee per additional page filed with the inventory. Check the status of your inventory at <http://www3.nccde.org/will/search/>. Enter the six digit file number or the last name of the decedent in the appropriate field to view the date the inventory was logged as filed.

**More assets located after filing the inventory:** In the event that new assets are found after the Inventory has been filed, an "Amended Inventory" may be filed for \$15.00 or they may be listed on the Accounting.