FORMAL ADMINISTRATION

CHECKLIST FOR CLOSING ESTATE

(All orders provided to the court must show the persons to whom the order is copied; and self-addressed stamped envelopes (with no return address) shall be provided for mailing)

PRO	BATE (CASE NUMBER	:	DAT	E OF	DEATH	[:				
ESTA	ATE OF	r:									
ATT	ORNEY	OF RECORD:							·		
ESTATE:		Testate Intestate Ancillary Affidavit of Heirs filed? Yes No Petition to Determine Exempt Property filed? Yes Petition to Determine Homestead filed? Yes Any Adversary Proceeding filed? Yes Type:				No No No	Rule 5.405				
			Proceedings Acti xplanation.) NOTICE (ions dispo	sed?				_No		
1.	Date Death Certificate filed:							Rules	5.171	& 5.205	
2.	Date 1	Death Certificate filed: Letters of Administration issued:						FS 733.401			
3.	Proof	of Service of No	tice of Administrat	tion – Rul	e 5.04	0(4)			•	NI.	
	Numt	er required:		Proofs	s or W	aivers ti	led?		_ Yes	No	
,			NOTIC	CE TO CI	REDI	TORS					
1. 2. 3. 4. 5.	Proof Agend Depar	of Publication of cy for Health Car rtment of Revenu	ed with Notice to C Notice to Creditor e Administration se e served? on date:	rs filed? served?		Yes Yes Yes Yes		_ No _ No _ No _ No	Rule : FS 73 FS 73	33.2121(3)(a) 5.241(c) 33.2121(3)(d) 33.2121(3)(e) 33.2121	
6.	Stater	nent Regarding C	on date: Creditors filed?			Yes		_ No		5.241(d)	
7. 8.	Claim	ms filed? Yes No If Yes, how many? No (If No, attach explanation)							 .		
			UNCL	AIMED F	PROP	ERTY					
1.	Check	k with Departmen	nt of Unclaimed Pr	operty?	_	_Yes		_No			

INVENTORY

1.	Inventory due date:			Rule 5.340(a)
2.	Date Inventory filed:			
3.	Date Inventory filed: Department of Revenue served? Ye			
	FS 199.062(2) (note statute repealed 1/1/07) &	733.2121(3)(e)		
4.	Proofs of Service of Inventory – Rule 5.340(d):	Number	required?	
	Proofs of Service of Inventory – Rule 5.340(d): All Proofs filed? Yes No	o (If No, attach ex	planation.)	
	CIVIL A	ACTIONS	,	
1.	Notice of Civil Action filed? Yes	No Rule 5.06	55	
2.	All Civil Actions disposed? Yes	_No (If No, at		ation.)
	TA.	XES		
1.	Affidavit of no Tax due filed/recorded:	Yes	No	FS 198.32(2)
2.	(If no taxes due, proceed to Final Accounting) Notice of Estate Tax Return filed and served:	Vec	No	Rule 5.395
۷.	Due date of Estate Tax Return med and served.			Rule J.J7J
	Extended to:			
3.	Extended to: Federal Estate Tax Closing Letter filed:	Yes	No	
4.	Florida Estate Tax Certificate filed/recorded:	Yes	No	FS 198.26
	FINAL AC	COUNTING		
1.	Final Accounting filed? Yes	Waived by all _		Rule 5.400
2.	Any Objections to Final Accounting?	Yes N	Vo	
3.	All Objections to Final Accounting resolved?	Yes	_No	N/A
	(If No, attach explanation.) – Rule 5.401			
	CLC	SING		
1.				
	Petition for Discharge filed?	es No	Rule :	5.400
••	Petition for Discharge filed? You	es _ No	Rule	5.400
••	Date filed:	esNo		
••			Rule	5.400 5.400(c) 5.400(c)
•	Date filed: Presumptive Discharge date: Petition to Extend filed? If Yes, Extended to:	es No	Rule :	5.400(c) 5.400(c)
	Date filed: Presumptive Discharge date: Petition to Extend filed? Yes	es No	Rule :	5.400(c) 5.400(c)
	Date filed: Presumptive Discharge date: Petition to Extend filed? If Yes, Extended to:	esNo	Rule:	5.400(c) 5.400(c)
	Date filed: Presumptive Discharge date: Petition to Extend filed? If Yes, Extended to: Interested Persons other than Petitioner at the ti Yes (If Yes, list below) No	esNo me of the filing of the	Rule: Rule: Petition of FS 73	5.400(c) 5.400(c) Discharge:
	Date filed: Presumptive Discharge date: Petition to Extend filed? If Yes, Extended to: Interested Persons other than Petitioner at the time. Yes (If Yes, list below) NAMES OF INTERESTEI	es No me of the filing of the o PERSONS SERVE	Rule: Rule: Petition of FS 73	5.400(c) 5.400(c) Discharge:
	Date filed: Presumptive Discharge date: Petition to Extend filed? If Yes, Extended to: Interested Persons other than Petitioner at the time. Yes (If Yes, list below) NAMES OF INTERESTEI	esNo me of the filing of the	Rule: Rule: Petition of FS 73	5.400(c) 5.400(c) Discharge:
	Date filed: Presumptive Discharge date: Petition to Extend filed? If Yes, Extended to: Interested Persons other than Petitioner at the time and the persons of the petitioner at the time and the petitioner at the time and the petitioner at the petitioner at the time and the petitioner at the petition of the petiti	es No me of the filing of the o PERSONS SERVE OR DISCHARGE	Rule: Rule: Petition of FS 73	5.400(c) 5.400(c) Discharge: 1.201(21)
2. a	Date filed: Presumptive Discharge date: Petition to Extend filed? If Yes, Extended to: Interested Persons other than Petitioner at the time. Yes (If Yes, list below) NAMES OF INTERESTEI	es No me of the filing of the o PERSONS SERVE OR DISCHARGE Waiver	Rule: Rule: Petition of FS 73 CD WITH Date: Date:	5.400(c) 5.400(c) Discharge: 1.201(21) Served:
2. a b	Date filed: Presumptive Discharge date: Petition to Extend filed? If Yes, Extended to: Interested Persons other than Petitioner at the ti Yes (If Yes, list below) NAMES OF INTERESTEI PETITION FO	es No me of the filing of the o PERSONS SERVE OR DISCHARGE Waiver Waiver Waiver Waiver	Rule: Rule: Petition of FS 73 CD WITH Date: Date: Date:	5.400(c) 5.400(c) Discharge: 1.201(21) Served: Served:
a b c	Date filed: Presumptive Discharge date: Petition to Extend filed? If Yes, Extended to: Interested Persons other than Petitioner at the ti Yes (If Yes, list below) NAMES OF INTERESTED PETITION FO	esNo me of the filing of the o PERSONS SERVE PR DISCHARGE Waiver Waiver Waiver	Rule: Rule: Petition of FS 73 CD WITH Date: Date: Date: Date: Date:	5.400(c) 5.400(c) Discharge: 1.201(21)

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Court Form

f		Waiver		Date	Served:			
g	Waiver	Date	Date Served:					
h	Waiver	Date						
i	Waiver		Date	Served:				
:		Waiver		Date	Served:			
3. Any	Objections to Petition for Discharge filed?		_ Yes		_ No			
	Objections to Petition for Discharge resolved? No, attach explanation.)	Yes		No	-	_ N/A		
As	Attorney for the Personal Representative, I CEI	RTIFY on				(date), that I		
have nerson	Attorney for the Personal Representative, I CEI nally reviewed the foregoing checklist and that	the information	provid	led here	in is acc	curate		
nave person	iany to viewed the foregoing enterinst and that	are innomination	piovic	ica nore	/III 15 uc	dium.		
		A 44 C T	7.4.4	m				
		Attorney for Estate						
		Attorney's Ma	ailing A	Address	:			
		Telephone:						
		• •						
	CLERK'S	NOTES				•.		
	CLERK 5	IOIES				•		
EC 722 001	(2). Order of Discharge Date:							
rs /55. 5 01	(2). Order of Discharge Date.							
COLDTA	ND/OD EV DADTE OF EDV COM CONTROL		•					
COURTA	ND/OR EX PARTE CLERK COMMENTS: _							
		·						