

INFORMAL PROBATE

4

Closing the Estate as Personal Representative

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Informal Probate
Closing the Estate of the Person Who Died

Checklist

Use the forms and instructions in this packet only if the following factors apply to your situation:

- ✓ You have been appointed the personal representative of the estate of a person who died; AND,
- ✓ You have filed the final Accounting and Deed of Distribution; AND,
- ✓ You want to close the estate and the court case: AND,
- ✓ At least 4 months have passed since you were appointed Personal Representative, and at least 4 months have passed since the date of the first publication to the Notice to Creditors.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks can be found on the Law Library Resource Center website.

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Informal Probate
Part 4: Closing the Estate

This packet contains court forms and instructions to file informal probate. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

Order	File Number	Title	No. Pp.
1	PBIP8k	Checklist for Closing the Estate	1
2	PBIP8t	Table of Contents (this page)	1
3	PBIP87p	Procedure: How to Close the Estate	2
4	PBIP87f	Closing Statement and Proof of Mailing Closing Statement	4
5	PBIPF53f	Final Accounting of Decedent's Estate	8

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

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Procedures: How to Close the Estate

Use this Packet if:

- ✓ You have been appointed the Personal Representative of the Estate more than four months ago.
- ✓ You have published the Notice to Creditors more than four months ago.
- ✓ You have collected and distributed the assets of the Estate, paid all valid creditor claims, and you want to close the Estate.

To close the Estate:

1. Complete the Final Accounting of Decedent's Estate.
2. Complete the Closing Statement.
3. Make copies of the Final Accounting of Decedent's Estate and the Closing Statement for yourself and keep them for your records.
4. Mail a copy of the Final Accounting of Decedent's Estate to all distributees and heirs of the Estate.
5. Mail a copy of the Closing Statement to each distributee or heir to the estate, any creditors that have filed any claims and any other person who filed a Demand for Notice of the proceedings.
6. File the original Closing Statement: You can bring the Closing Statement to court, or you can mail it.
 - In person. File the original Closing Statement with the Clerk of Superior Court at one of the following locations and bring your copy of the Closing Statement with you if you would like the Clerk to stamp your copy with proof of filing and the date filed:

Downtown Phoenix: Old Courthouse Filing Counter 125 W. Washington, 1st floor Phoenix, AZ 85003	Downtown Phoenix: Central Court Building 201 West Jefferson, 1st floor Phoenix, AZ 85003
Northeast Phoenix: Northeast Regional Court Facility 18380 North 40th Street Phoenix, AZ 85032	Surprise: Northwest Regional Court Facility 14264 West Tierra Buena Lane Surprise, AZ 85374
Mesa: Southeast Court Facility 222 East Javelina Avenue, 1st floor Mesa, AZ 85210	

Or

- By mail. Mail the original and one copy of the completed and signed Closing Statement along with a self-addressed, stamped return envelope to:

Clerk of Superior Court - Probate Department
Superior Court of Arizona in Maricopa County
Central Court Building, 1st Floor
201 West Jefferson
Phoenix, AZ 85003

The Clerk will stamp your copy with proof of filing and the date filed and mail it back to you. This will ensure that your file contains a copy of the Closing Statement reflecting the date it was filed with the Probate Court Clerk.

NOTE: If no one objects to your Closing Statement within a year after you file it, then your appointment as Personal Representative ends automatically.

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

Lawyer's Bar Number: _____

Licensed Fiduciary Number: _____

Representing ☐ Self, without a Lawyer OR ☐ Attorney for ☐ Petitioner OR ☐ Respondent

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY

In the Matter of the Estate of:

Case Number PB: _____

(Name of the person who died)

CLOSING STATEMENT and
PROOF OF MAILING/DELIVERY
CLOSING STATEMENT

I am the Personal Representative of this Estate, and I make these statements under oath.

1. Appointment as Personal Representative: I was appointed as the Personal Representative of this Estate more than four months ago, on _____ (date).
2. Notice to Creditors: The Notice to Creditors was published according to law. The first publication occurred more than four months ago, on _____ (date).
3. Administration of Estate:
 - a. Distribution of Estate Assets
I have distributed all the assets of the Estate to the appropriate persons.
☐ Yes ☐ No
(If No, you are not ready to file this Closing Statement.)
 - b. Payment of Expenses, Taxes, and Claims
I have paid all administrative expenses of the Estate.
☐ Yes ☐ No
I have paid all required taxes of the Estate.
☐ Yes ☐ No
I have paid all valid creditor claims.
☐ Yes ☐ No

- c. If you answered Yes to all of the questions in section 3b., skip section 3c (this section). If not, please answer the following:
1. List the names of any creditors or other claimants whose claims against the Estate are not barred or who were not paid. If other arrangements have been made to accommodate outstanding claims, please provide the details of the arrangement.

 2. All of the people who received the Estate's assets have agreed that the distribution was subject to possible liability due to the outstanding claims.
☐ Yes ☐ No
 4. Mailing Closing Statement: I am sending a copy of this Closing Statement to all of the people to whom I distributed property of this Estate, to all people whose interests are affected by the administration of the Estate, and to all creditors or other claimants whose claims against the Estate are not barred or were not paid.
 5. Accounting: I have mailed or delivered a copy of the Final Accounting of Decedent's Estate to the distributees or heirs of the Estate.

This signature page belongs to the form titled Closing Statement and Proof of Mailing Closing Statement and cannot be used with any other document.

I, being duly sworn, state that I am the Personal Representative for the above Estate, and that the statements in the Closing Statement are accurate and complete to the best of my knowledge and belief. I also state that a copy of this closing statement was mailed to the following individuals on the date(s) and at the address(es) below.

Signature of Personal Representative

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____
(date)

by _____

Notarial Officer

(Notarial Officer's Stamp or Seal)

A copy of the Closing Statement was mailed to the following individuals:

Name: _____

Address: _____

Date Mailed/Delivered: _____

Name: _____

Address: _____

Date Mailed/Delivered: _____

Name: _____

Address: _____

Date Mailed/Delivered: _____

Name: _____

Address: _____

Date Mailed/Delivered: _____

Name: _____

Address: _____

Date Mailed/Delivered: _____

Attach additional copies of this page if needed.

In the Matter of the Estate of:

Case Number PB_____

(Name of the person who died)

FINAL ACCOUNTING OF
DECEDENT'S ESTATE

INSTRUCTIONS: This form is provided for the personal representative to summarize the financial transactions of the Decedent's Estate. This form is not filed with the Court. Send copies of this form to all distributees or heirs of the Estate.

This is the final accounting for this estate. This accounting covers the period from _____ (date) to _____ (date).

ACCOUNT SUMMARY

INSTRUCTIONS: Complete Lists A-D first, then enter the total from each list on this summary.

A	The beginning balance of the Decedent's account from LIST A, page 3		\$ _____
B.	PLUS the money I received during this period of time on behalf of the Decedent (Person who Died) from LIST B, page 3	+	\$ _____
C.	MINUS the money I have spent during this period as itemized in LIST C, page 4	-	\$ _____
D.	EQUALS the ending balance of the property of the Decedent as itemized in LIST D, page 6 (Total)	=	\$ _____

Beginning Balance – LIST A

Itemization of assets of the Decedent at the beginning of the account period. If the estate owes debts on any property listed below, indicate the payee, principal balance, interest rate, and payoff date for each debt. (Add as many sheets of paper as necessary to describe all property and assets of the estate.)

	Description	Value
List all checking accounts, savings accounts, money market accounts: (include name of bank, address, account type, name account is under, account number)		
List all stocks, bonds, mutual funds: (include company name, address, number of shares, value per unit)		
List all Life Insurance Policies (only if the <u>Estate</u> received the benefit): (include company name, policy number, cash value)		

Case Number PB _____

<p>List all personal property:</p> <p>Automobiles: (year, make, model)</p> <p>Household property: (total inventory value)</p> <p>Art or jewelry: (attach separate list, describe items, and assign value)</p> <p>Other: (itemize and assign value)</p>		
<p>List all real property: (full address and value)</p>		
<p style="text-align: right;">LIST A TOTAL: \$ _____</p> <p style="text-align: center;">(Enter total beginning value of Estate here and at LINE A on page 1.)</p>		

Case Number PB _____

Money Received During This Account Period – LIST B

List all sources of income for the Decedent's estate during the account period. (Add, as many sheets of paper as necessary.)

DATE	PAYER	DESCRIPTION	AMOUNT \$\$
TOTAL: \$ _____ (Enter total amount of money received here and at LINE B on page 1.)			

Case Number PB _____

Money Spent – LIST C

List transactions occurring on behalf of the Decedent during the account period. (Add, as many sheets of paper as necessary.)

DATE	PAYEE	PURPOSE	AMOUNT \$\$ SPENT
TOTAL: \$			_____
(Enter total amount of money spent here and at LINE C on page 1.)			

Value of the Decedent's Property at the End of the Account Period – LIST D

Itemization of assets of the Decedent at the end of the account period. NOTE: If the estate owes debts on any property listed below, indicate the payee, principal balance, interest rate, and payoff date for each debt. (Add as many sheets of paper as necessary.)

	Description	Value
List all checking accounts, savings accounts, money market accounts: (include name of bank, address, account type, name account is under, account number)		
List all stocks, bonds, mutual funds: (include company name, address, number of shares, value per unit)		
List all life insurance policies (only if the <u>Estate</u> received the benefit): (include company name, policy number, cash value)		
List all personal property: Automobiles: (year, make, model) Household property: (total inventory value) Art or jewelry: (attach separate list, describe items, and assign value) Other:		

Case Number PB _____

(itemize and assign value)		
List all real property: (full address and value)		
<p style="text-align: right;">LIST D TOTAL: \$ _____</p> <p style="text-align: center;">(Enter final value of Estate here and at LINE D on page 1.)</p>		

DISTRIBUTION OF PROPERTY

Provide information for all distributees or heirs of the Estate, provide descriptions of property distributed, and the value of the property distributed. Property descriptions should match the descriptions provided in LIST D, above. (Add as many sheets of paper as necessary.)

Distributee or Heir (Name and Address)	Property Description	Value

Case Number PB _____

PROPERTY REMAINING IN THE ESTATE

(Money may be retained by the Estate to cover final costs like accounting fees or taxes.)

The value of the property remaining in the Estate, if any, is \$_____.

I intend to use the remaining property to address the final costs of the estate as follows:

Signature of Personal Representative

Date

Printed Name of Personal Representative

Personal Representative Contact Information

Phone:

E-Mail