

**SUPPLEMENTAL CHECKLIST**  
***Inventory and Transfers***  
**Full Administration**

**INVENTORY**

Inventory is due 3 months after the date of appointment. See Rules of Superintendence Rule 77 and Fairfield County Local Rules 77.1 – 77.4 for specific information regarding Citations for late filings.

***REQUIRED DOCUMENTS***

- Inventory and Appraisal (Form 6.0)
- Schedule of Assets (Form 6.1)
  - See Fairfield County Local Rule 78.2(D) for requirements
  - If property is located in Fairfield County, the legal description must have the Auditor's approval stamp on the legal description before being filed in Probate Court.
- Entry Approving Inventory and Appraisal (FC Form 6.4)

**Note:** If the value of an asset is not readily ascertainable (example: businesses, jewelry, etc.), then see Fairfield County Local Rule 61.1 for requirements.

***IF AUTOMOBILE IS LISTED***

- Proof of valuation is required

***IF REAL ESTATE:***

*One of the following must be filed with the Inventory:*

- Tax Valuation from Auditor
  - See Fairfield County Local Rule 61.2 for more information about Alternative Valuation Method.

OR

- Appointment of Appraiser (Form 3.0) *Filed prior to or simultaneously with Inventory*
  - Note: If property was appraised, the appraiser needs to sign the Appraiser's Certificate on page 1 of the Inventory, or you may attach the appraiser's letter to the inventory. (We do not want the full appraisal filed)
  - See Fairfield County Local Rule 61.1 for Appraiser requirements

Fairfield County Probate Court **requires** the following for all beneficiaries:

- Waiver of Notice of Hearing on Inventory (Form 6.2) OR
- Notice of Hearing on Inventory (Form 6.3) for anyone who has not waived.

**REAL ESTATE TRANSFER** *If applicable*

- Application for Certificate of Transfer (Form 12.0)
- Certificate of Transfer (Form 12.1)
  - If property is located in Fairfield County, the legal description must have the Auditor's approval stamp on the legal description before being filed in Probate Court.

For dates of death prior to January 1, 2013, a form ET 22 is required

**MOTOR VEHICLE TRANSFER** *If applicable*

- Application for Transfer of Motor Vehicle (FC Form 100.1-A)
- Application for Transfer of RV, Boat, Trailer (FC Form 100.1-B)