

Checklist

Certificate of Transfer Only

Filing Fee

Court Costs: \$88.00

Requirements

The decedent must have been a resident of Fairfield County, Ohio at the time of death, or owned real estate in Fairfield County.

The date of death must be more than 6 months prior to the date of filing.

Real estate must be the only asset in the estate.

**Note: All paperwork must be typed or neatly written in blue ink.
All filings must be single-sided. We will not accept double-sided originals.
Please do not staple original paperwork. We cannot accept filings with staples.**

Initial Filing

- Self-Representation Form (FC Form 75.1) *If applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Sheet (FC Form 75.3-A)
- Photocopy of the death certificate – with the social security number marked out
- 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.
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
- The **original** Last Will and Testament *If applicable the will must be probated, please see full administration with will checklist for necessary forms to probate the will and required notice.*
- For dates of death prior to January 1, 2013, a form ET 22 is required