

SMALL ESTATE AFFIDAVIT

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**For Transfer of Property
When a Person has Died**

**FORMS and INSTRUCTIONS
For Use in Pima County**

SELF-SERVICE CENTER

SMALL ESTATE AFFIDAVIT OF TRANSFER

This packet contains court forms and instructions to file a small estate affidavit of transfer. 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!

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SELF-SERVICE CENTER

SMALL ESTATE AFFIDAVIT(S) FOR TRANSFER
(A.R.S. § 14-3971)

FOR TRANSFER OF PROPERTY WHEN PERSON HAS DIED

You may use the forms and instructions in this packet if . . .

- ✓ **The value of all of the *personal property*** (cash, bank accounts, stocks and bonds, cars, jewelry, money owed to the person who died, etc.) in the estate of the person who died (the “deceased”), wherever that property is located, less liens and encumbrances, **does not exceed \$75,000, and at least 30 days have passed since the death, and/or**
- ✓ **The assessed value of the *real property*** (land and permanent structures on the land) in the deceased’s estate located in Arizona, less liens and encumbrances as of the date of the deceased’s death, **does not exceed \$100,000, and at least 6 months have passed since the death, and/or**
- ✓ **You are the surviving spouse, and you want to collect up to \$5000 in wages owed to the deceased, and/or**
- ✓ **You are entitled to the real property and/or personal property, and have the legal right (“legal standing”) to submit an affidavit claiming the property because:**
 - **You are named in a will** to receive the property and you can prove it; **OR**
 - **The person who died *did not* have a will, but you are related to the decedent as:**
 1. **Surviving Spouse, or**
 2. **Child** , if there is no surviving spouse – or there is, but he or she is not your parent and your parent, the decedent, had separate or community property, **or**
 3. **Parent**, if there is no surviving spouse or child, **or**
 4. **Brother or Sister**, if there is no surviving spouse or child or parent, **AND**
 - **If there are people with equal or greater right than you to the property, they have all assigned their entire interests in the estate to you**, which is proven by the copy of the documents they signed to this effect that you can attach to the affidavit.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. If you need to consult a Lawyer, the Pima County Bar Association offers a Lawyer Referral Service that provides half-hour consultations for a low cost.
<http://www.pimacountybar.org/>
The Clerk's office cannot provide legal advice. Employees may be able to offer instruction about how and where to file appropriate paperwork, but will not provide help on issues of law

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

AFFIDAVIT FOR COLLECTION OF ALL PERSONAL PROPERTY

STATE OF ARIZONA)
PIMA COUNTY)ss

By signing this affidavit, I swear or affirm under penalty of perjury that its contents are true and correct.

1. INFORMATION ABOUT THE DECEASED (THE PERSON WHO DIED):

Name of person who died: _____

Date of death: _____

Place of death: _____

2. 30-DAY REQUIREMENT: More than thirty (30) days have gone by since the person died.

3. RELATIONSHIP: My relationship to the person who died is: (explain) _____

4. VALUE OF PERSONAL PROPERTY. The value of all the personal property in the deceased person's estate, wherever located, minus the amount of liens and encumbrances on the property, is not greater than \$75,000.00.

5. PERSONAL REPRESENTATIVE. To the best of my knowledge, no one has filed an Application or Petition for Appointment of a Personal Representative and no Application or Petition has been granted in any state OR if an application has been granted the personal representative has been discharged or more than one year has elapsed since a closing statement has been filed and the amount does not exceed \$75,000.00.

6. ENTITLEMENT. I am the claiming successor to the personal property and I am entitled to payment or delivery of the property because: (Check all boxes that apply.)

- I am named in the Will of the person who died, a copy of which is attached to this Affidavit.
- The deceased had no Will, but I am entitled to the property under law because (check ONE)
 - I am the spouse of the person who died;
 - I am a child of the person who died, and there is no surviving spouse, or there is a surviving spouse but he or she is not my parent and the deceased had separate or community property;
 - I am the parent of the person who died, and there is no surviving spouse or child;
 - I am a brother or sister of the person who died, and there is no surviving spouse, child or parent.
 - The person died without a will and I am the sole heir.
- The person died without a will and ALL the people with equal or greater right than I have to the property have disclaimed their ENTIRE interests in the estate, which is proven by the copy of the documents they signed to this effect that I am attaching to this affidavit.
- The person died and left a valid Will and ALL the people with equal or greater right than I have to the property have disclaimed their ENTIRE interests in the estate, which is proven by the copy of the documents they signed to this effect that I am attaching to this affidavit.

7. DESCRIPTION OF PROPERTY. The person who died owned the following personal property. (List all property. Attach extra pages if necessary.)

Description	Value	Location, or Who Has Property Now
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

TOTAL VALUE: \$ _____

8. MONEY OWED: The person who died was entitled to collect on the following debts from persons located in Arizona. (List all. Attach extra pages if necessary.)

Description	Amount owed	Name of Who Owes the Debt
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

TOTAL AMOUNT OWED: \$ _____

9. This affidavit is made under Arizona Law, Sec. 14-3971(B), Arizona Revised Statutes, for the purpose of making claim to personal property of the person who died.

OATH OR AFFIRMATION: The contents of this document are true and correct under penalty of perjury.

Signature of Person Making Affidavit

Date

Printed Name

STATE OF _____

COUNTY OF _____

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

_____.

(notary seal)

Notary Public



ARIZONA SUPERIOR COURT IN PIMA COUNTY
REQUEST FOR LINGUISTIC ACCOMMODATIONS

IN THE MATTER OF _____) CASE NUMBER: _____
_____) REQUEST FOR: (Mark One)
_____) [] Court Interpreter
_____) [] ADA Accommodation (ASL, CART, ETC.)

Contact Information of Individual Needing an Interpreter and Attorney Requesting an Interpreter:

- 1. Name: _____ Attorney: _____
2. Address: _____
3. City, State, Zip: _____
4. Phone: _____
5. E-mail: _____

- 6. Is the interpreter for a party in the case? Check party below.
[] Defendant [] Plaintiff [] Respondent [] Witness (Name/s): _____
[] Victim/Family member (Name/s): _____

Witness(es) or Victim/Family Member(s) are for: [] Defense or [] Prosecution or [] Pro Per

- 7. The hearing date is on: _____ at: _____ [] a.m. [] p.m. in Division: _____

NOTE: If you have a civil or domestic matter and are requesting an interpreter, please ask that the assigned division set this matter AT 10:30 A.M. OR LATER IN THE DAY.

- 8. Do not file for a Waiver or Deferral of Fees as an interpreter will be provided to you at no cost regardless of ability to pay.

- 9. The primary language is: _____ Region/Dialect: _____

- 10. [] This is also a request for an ADA accommodation and the type of interpreter needed is an:
[] American Sign Language Interpreter [] Lip reader and/or Assisted Listening Device
[] CART (can read and articulate, and need to follow the proceedings in written English)
[] Mexican Sign Language Interpreter... [] Other: _____

- 11. [] I have filed this form with the Office of the Clerk of the Court for imaging in the case file

- 12. [] I have submitted to the Office of the Court Interpreter by email to: CtInterpreter@sc.pima.gov or by fax to: 520-724-8872, a copy of this form 10 business days in advance of my hearing.
If it is an emergency hearing, you must call 520-724-3888 a.s.a.p. Forms are also accepted via U.S. Mail (Arizona Superior Court in Pima County, Office of the Court Interpreter, 110 W. Congress, Ste. W919, Tucson, AZ 85701) or you may hand deliver it to the Superior Courthouse, 9th Floor, Suite W919.

- 13. [] I have forwarded a copy to the court division that will hear my case.

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

PROBATE INFORMATION COVER SHEET

FOR CLERK'S USE ONLY

Case Number: _____

INFORMATION ABOUT THE FIDUCIARY, the person proposed to serve as: Guardian
 (please check one) Conservator
Personal Representative (executor)

NAME: _____		DATE OF BIRTH: _____	
MAILING ADDRESS: _____			
STREET ADDRESS: (if different) _____			
TELEPHONE (Home): _____	SSN: _____		
TELEPHONE (Cellular): _____	EMAIL: _____		
TELEPHONE (Work): _____	CERTIFICATION # _____		
(for State-Licensed Fiduciaries ONLY)			
RELATIONSHIP TO THE WARD OR (if an estate matter) THE DECEDENT: _____			
PHYSICAL DESCRIPTION:	RACE: _____	HEIGHT _____	WEIGHT: _____
	EYE COLOR: _____	HAIR COLOR: _____	GENDER: _____

INFORMATION ABOUT THE FIDUCIARY, the person proposed to serve as: Guardian
 (please check one) Conservator
Personal Representative (executor)

NAME: _____		DATE OF BIRTH: _____	
MAILING ADDRESS: _____			
STREET ADDRESS: (if different) _____			
TELEPHONE (Home): _____	SSN: _____		
TELEPHONE (Cellular): _____	EMAIL: _____		
TELEPHONE (Work): _____	CERTIFICATION # _____		
(for State-Licensed Fiduciaries ONLY)			
RELATIONSHIP TO THE WARD OR (if an estate matter) THE DECEDENT: _____			
PHYSICAL DESCRIPTION:	RACE: _____	HEIGHT _____	WEIGHT: _____
	EYE COLOR: _____	HAIR COLOR: _____	GENDER: _____

A person needing a guardian or conservator is the "ward". A person who died is the "decedent".

INFORMATION ABOUT THE WARD or THE DECEDENT

NAME: _____		DATE OF BIRTH: _____		GENDER: _____	
MAILING ADDRESS : _____					
STREET ADDRESS (if different): _____					
TELEPHONE (Home): _____	SSN: _____				
TELEPHONE (Cellular): _____	EMAIL: _____				
<input type="checkbox"/> ADDITIONAL WARDS ARE INVOLVED. Information listed separately.			DATE OF DEATH: _____		

Case No. _____

INFORMATION ABOUT THE PETITIONER, the person filing these papers.

NAME: _____	
MAILING ADDRESS: _____	
TELEPHONE: _____	EMAIL: _____
INFORMATION ABOUT PETITIONER'S ATTORNEY: <input type="checkbox"/> Petitioner is not represented by an attorney, <i>or</i>	
NAME: _____	BAR # _____
TELEPHONE: _____	EMAIL: _____

An INTERPRETER IS NEEDED for this language: _____
(List Names of) Persons who need interpreter: Name: _____
Name: _____ Name: _____

By signing below, I state to the Court under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Petitioner or Attorney Signature

NOTICE

SUBMIT THIS FORM WITH NEW CASES ONLY.

If there is already a (Pima County) Probate Court case number and you are filing in an existing Superior Court case in Pima County, **DO NOT SUBMIT THIS FORM.**

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____
Licensed Fiduciary Number: _____

FOR CLERK'S USE ONLY

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

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of the Estate of:

Case Number: _____

AFFIDAVIT for TRANSFER of TITLE to REAL PROPERTY

an Adult a Minor, deceased

STATE OF ARIZONA)
COUNTY OF PIMA) ss.

By signing this affidavit, I we swear or affirm under penalty of perjury that its contents are true and correct.

1. INFORMATION ABOUT DECEDENT (the person who died).

The decedent, _____, died on _____
(name) (date)

2. PLACE OF DEATH. (Check one box)

- At the time of death, the decedent was living in Pima County in Arizona, **OR**
 At the time of death, the decedent was **not** living in Pima County, but was living at:

(city and state) and owned real property located in Pima County in Arizona.

3. RELATIONSHIP. This is my our relationship to the decedent: (explain)

4. **DESCRIPTION OF REAL PROPERTY.** The legal description as written on the deed of title of the real property is: _____

5. **INTEREST OF DECEDENT IN THE PROPERTY.** The interest of the person who died in the real property is (list how the decedent held title to the property or other interest in the property):

6. **VALUE OF ESTATE.** The assessed value in the estate of the decedent of all real property located in this state, including any debt secured by a lien on real property, less liens and encumbrances against the real property as of the date of the death, does not exceed \$100,000.00.

7. **SIX MONTH REQUIREMENT.** Six months have elapsed since the death, as shown in a certified copy of the death certificate attached to this affidavit.

8. **PERSONAL REPRESENTATIVE.** An application or petition for appointment of a personal representative is not pending or has not been granted in any jurisdiction OR an application has been granted but the personal representative has been discharged or more than one year has elapsed since a closing statement has been filed and the \$100,000 limit on the value of the property has not been exceeded.

9. **FUNERAL EXPENSES.** Funeral expenses, expenses of last illness, and all unsecured debts of the person who died have been paid.

10. **REASON WHY** **I AM** **WE ARE ENTITLED TO THE PROPERTY.** The persons signing this affidavit are entitled to the real property because (check the boxes that apply):

I am the spouse of the person who died and I am claiming the allowance in lieu of homestead (\$18,000) exempt property (\$7,000) and family allowance (\$12,000). (A.R.S. §§ 14-2401 through 14-2405)

There is no surviving spouse and I am the dependent or minor child of the person who died. I am claiming the allowance in lieu of homestead (\$18,000) exempt property (\$7,000), and family allowance (reasonable allowance for maintenance of family during administration of estate, generally up to one year). (A.R.S. §§ 14-2401 through § 14-2405). All other dependent children of my deceased parent with equal or greater right than I to the property have either 1) disclaimed their entire interests in the estate, as proven by the copy of the document they signed to this effect which I am attaching to this affidavit or 2) they have signed this affidavit indicating their interest in the property.

There is no surviving spouse and we are the dependents or minor children of the person who died. We are claiming the allowance in lieu of homestead (\$18,000) exempt property (\$7,000), and family allowance (reasonable allowance for maintenance of family during administration of estate, generally up to one year). (A.R.S. §§14-2401 through § 14-2405).

I am **We are** **named in the will dated** _____ of the person who died, the original of which is attached to this affidavit, or a certified copy of the Will which has been probated as follows (name of court and case number) _____.

- The person who died had no will, and I am** entitled to the property by law because (check one box)
 - I am the spouse of the person who died;
 - I am a child of the person who died and there is no surviving spouse, OR there is a surviving spouse but he or she is not my parent and the deceased had separate or community property;
 - I am the parent of the person who died, and there is no surviving child, spouse or parent;
 - I am a brother or sister of the person who died, and there is no surviving spouse, child or parent.

- The person who died had no will, and we are** entitled to the property by law because (check one box)
 - We are children of the person who died, and there is no surviving spouse, or there is a surviving spouse but he or she is not our parent and the deceased had separate or community property;
 - We are a brother(s) and/or sister(s) of the person who died, and there is no surviving spouse, child, or parent.

- The person died without a will and** I am We are the sole heir(s).

- The person died without a will and the people with equal or greater right than I** have to the property have assigned their entire interests in the estate to me, which is proven by the copy of the documents they signed to this effect that I am attaching to this affidavit or have signed this affidavit indicating their interest in the property.

- The person died without a will and the people with equal or greater right than we have** to the property have assigned their entire interests in the estate to all of us. This assignment is proven by the copy(ies) of the signed documents, which we attached to this affidavit, or have signed this affidavit indicating their interest in the property.

- The person died and left a valid will giving the entire estate to me/us.**

- The person died and left a valid will**, and the people with equal or greater right than I have to the property **assigned their entire interest in the estate to me.** This assignment is proven either by the copy of the signed document attached to this affidavit or I signed this affidavit indicating their interest in the property.

- The person died and left a valid will**, and the people with equal or greater right than we have to the property **assigned their entire interest in the estate to us.** This assignment is proven by the copy of the document(s) attached to this affidavit or we have signed this affidavit indicating their interest in the property.

11. OTHER PERSONS. No other person has a right to the interest of the decedent in the described property.

12. TAXES. No federal or Arizona estate tax is due on the decedent's estate.

• I certify under penalty of perjury that the contents of this affidavit are true and correct.

Signature of Person Making Affidavit Printed Name of Person Date

STATE OF _____

COUNTY OF _____

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

_____.

(notary seal) _____
Deputy Clerk or Notary Public

• I certify under penalty of perjury that the contents of this affidavit are true and correct.

Signature of Person Making Affidavit Printed Name of Person Date

STATE OF _____

COUNTY OF _____

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

_____.

(notary seal) _____
Deputy Clerk or Notary Public

SELF-SERVICE CENTER

SMALL ESTATE AFFIDAVIT(S) OF TRANSFER (instead of Probate)

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE AFFIDAVIT:

1. **To collect PERSONAL PROPERTY:** Take the “**Affidavit for Collection of All Personal Property**” to the person who has the personal property (cash, bank accounts, stocks and bonds, cars, jewelry, etc.) of the person who died. If you are claiming title to a motor vehicle, the motor vehicle division will transfer title to you upon payment of any required fees.

You may also present the **Affidavit** to collect a debt owed to the person who died. If you are the surviving spouse, you may *also* use the **Affidavit** to collect wages owed to the decedent, of up to \$5000.

It is not necessary to file any papers or pay any fees to the Court to use the **Affidavit to Collect Personal Property**.

2. **To claim an interest in REAL PROPERTY(Land and Improvements):** Take the following documents to the Probate Registrar at any of the Superior Court locations listed. Note that there will be a fee to file for this process. A list of current fees is available from the Pima County Clerk of Court’s website.
 - Original Probate Cover sheet. (Mark #204 for “Affidavit of Succession to Realty”).
 - Original “**Affidavit for Transfer of Real Property Title**”. If the estate was previously opened, write the old probate case number on the affidavit.
 - Original Will if one exists or a certified copy of the Will from the court of record.
 - Certified death certificate.
 - Copy of the closing statement if there was a probate in a county other than Pima County.
 - When completing the Affidavit for Collection of all Personal Property, the Clerk of Court **cannot** notarize this form.

File your papers with the Probate Registrar at the Pima County Superior Court:

110 W. Congress St., 1st Floor
Superior Court Building
Tucson, AZ 85701
Tel: 520-724-3200
FAX: 520-724-3531

File the original **Affidavit for Transfer of Real Property Title** and the original will. If the Probate Registrar determines that your **Affidavit** is complete, the Probate Registrar will issue a certified copy of the affidavit.

You must then record the certified copy with the county recorder in the county where the real property is located.