



# Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

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## DISPOSITION OF PERSONAL PROPERTY WITHOUT ADMINISTRATION A/K/A "SMALL ESTATE"

Under Chapter 735.301(1), Florida Statutes, Disposition without Administration, no administration shall be required or formal proceedings instituted upon the estate of a decedent leaving only:

- (1) Personal Property exempt from the claims of creditors under the Constitution of Florida; and
  - (a) household furniture, furnishings, and appliances in the decedent's usual place of abode up to a net value of \$20,000 as of the date of death; and
  - (b) two motor vehicles as defined in Chapter 316.003, Florida Statutes which do not, individually as to either such motor vehicle, have a gross vehicle weight in excess of 15,000 pounds, held in the decedent's name and regularly used by the decedent or members of the decedent's immediate family as their personal automobiles;
- (2) Personal Property exempt from the claims of creditors under the Constitution of Florida; and
- (3) Nonexempt personal property, the value of which does not exceed the amount of:
  - (a) Preferred funeral expenses under Chapter 733.707(1)(b), Florida Statutes being further described as:

CLASS 2: Reasonable funeral, interment, and grave-marker expenses, whether paid by the guardian under Chapter 744.441(16), Florida Statutes the personal representative, or any other person, not to exceed the aggregate amount of \$6,000;And
  - (b) reasonable and necessary medical expenses under Chapter 733.707(1)(d), Florida Statutes being further described as:

CLASS 4: Reasonable and necessary medical and hospital expenses of the last 60 days of the last illness of the decedent including compensation of persons attending him/her.

**REQUIREMENTS FOR FILING  
THE DISPOSITION OF PERSONAL PROPERTY WITHOUT ADMINISTRATION  
A/K/A "SMALL ESTATE"**

The following is a list of the requirements for filing the Disposition without Administration or "Small Estate". Please bring in or mail the following:

- 1. Completed Verified Statement being sure to leave no blanks.
- 2. Certified Copy of Certificate of Death
- 3. Copy of paid or unpaid funeral bill.
- 4. Copy of paid or unpaid medical and hospital bills for the last 60 days of decedent's life including bills for compensation paid to persons attending the decedent. (NOTE: If you are unable to obtain a paid statement from the doctor or hospital, bring a copy of the most recent statement AND your canceled check.) If all medical bills are being paid by the decedents insurance company, so state on the verified statement.
- 5. Original of the Last Will and Testament.
- 6. Information to substantiate or verify the asset(s) such as insurance policy, stock certificates, most recent bank statement, savingspassbook, statement from nursing home showing funds held in an escrow account. Be sure that the above documents show the correct name and address of the person or institution holding the asset including account numbers or other identifying numbers.
- 7. Filing fee of \$231. If paying by mail, please make a cashier's check or money order payable to: Nikki Alvarez-Sowles, Esq., Clerk & Comptroller
- 8. Additional fees:

Document Preparation	\$7
Certification of Court Order	\$3
Administer Oath	\$3.50
- 9. Self-stamped envelope.

If you should have any questions, please do not hesitate to contact us at one of the numbers listed below. The above items should be mailed to:

Office of Nikki Alvarez-Sowles, Esq.  
Pasco County Clerk & Comptroller  
Attn: Probate Division  
38053 Live Oak Avenue  
Dade City, FL 33525-3805  
Phone: (352) 521-4542, option 4

Office of Nikki Alvarez-Sowles, Esq.  
Pasco County Clerk & Comptroller  
Attn: Probate Division  
P. O. Box 338  
New Port Richey, FL 34656-0338  
Phone: (727) 847-8031, option 4