

PAM CHILDERS
CLERK OF THE CIRCUIT COURT
M.C. BLANCHARD JUDICIAL BUILDING
P. O. Box 333
PENSACOLA, FL 32591-0333
(850) 595-4300

DISPOSITION OF PERSONAL PROPERTY

In order to assist you with a *Disposition of Personal Property*, you will need to bring (or mail) the following items with you when you return:

733.707(1)(b) \$6,000.00 CAP

1. **\$231.00** filing fee, made payable to *Clerk of Court*, due at time of filing.
 2. **Death Certificate** - [required] must be original - *not* a photographic copy.
 3. **Funeral Contract showing total amount of funeral expenses**, as well as the name of the individual(s) assuming responsibility of payment.
 4. **Receipt from funeral home if funeral expenses have been paid** - This receipt must indicate the name of the individual(s) paying and balance due, if any. Note: if the funeral home has *not* been paid in full, assets will be paid directly to the funeral home.
 5. **Specific identification of asset** - copy of latest bank statement; check(s); stock certificates [need written statement from bank/broker as to current value of stock]
 - a. NOTE: being greater than the amount; **the criteria for a Disposition of Personal Property prohibits the asset from exceeding the preferred claim [funeral expenses]**.
 6. **Last Will and Testament**, if applicable - must be *original* which will be placed on deposit with the Clerk, original Will, Will not be returned, may wish to copy Will before presenting for deposit.
 7. **There must be no real property involved.**
 8. **Decedent must have domiciled or lived in Escambia County, Florida**
- **Disposition of Personal Property shall be treated like an Administration. It will be assign a Circuit Judge.**
 - ** **Florida asset, no real property, domiciled in another state does qualify for disposition as long as asset does not exceed funeral expense.**
 - Our office hours are Monday thru Friday, 8:00 AM - 5:00 PM, and in the event you have questions concerning the information you will be presenting, please contact this office at (850) 595-4300.

CLERK OF THE CIRCUIT COURT
PROBATE DIVISION REV. 9/2016