Register of Wills Worcester County Maryland

Room 102 Court House

Snow Hill, Maryland 21863

410-632-1529

**IN ORDER TO OBTAIN LETTERS OF ADMINISTRATION YOU MUST OPEN AN ESTATE**

**\*SMALL ESTATE**: the estate procedure for a decedent who owned probate assets with a gross value of $50,000 or less (or $100,000 or less if the sole heir or legatee is the surviving spouse) titled in his/her name alone.

\*Required documents and information needed to open **SMALL ESTATE**:

* **Death Certificate**
* **Original Last Will and Testament (if any)**
* **Consents of Interested Persons if no WILL or if WILL is not probated (form 1118)**
* **Signed Resident Agent form (if Personal Representative lives out of state) (form 1106)**
* **Bank Statements/Bank Book/Bank Register (reflecting date of death balances)**
* **Stock (number of shares and name of company)**
* **Title or Registration Card for Motor Vehicles, Motorcycles, Boats and/or Trailers and their values (provide written appraisal or print out form Kelley Blue Book (KBB.Com) or National Automobile Dealers Association (NADA.com), or CarMax.**
* **Documentation showing the payoff balance of any outstanding liens against assets**
* **If Real Estate is involved – PLEASE CONTACT THE OFFICE to determine if estate will qualify for Small Estate status. Be prepared to provide the tax account number. If property is subject to lien, the payoff amount will be required.**
* **Names and Addresses of ALL Interested Persons (**Interested persons include decedent's heirs (surviving spouse, children, and other persons who would inherit if there were no will) and, if decedent died with a will, the personal representative named in the will and all legatees (persons who inherit under the will). All heirs must be listed even if decedent dies with a will). (**form 1104)**
* **Funeral Bill**
* **Bond (if necessary – please call office to determine if needed)**
* **Checks - for (1) Newspaper Notice (form 1109) if necessary; and (2) small estate fee – (see fee chart)**

**\*\*REGULAR ESTATE:** the estate procedure for a decedent who owned probate assets with a gross value in excess of $50,000 (or in excess of $100,000 if the sole heir or legatee is the surviving spouse) titled in his/her name alone.

**\*\*** Required documents and information needed to open **REGULAR ESTATE:**

* **Death Certificate**
* **Original Last Will and Testament (if any)**
* **Consents of Interested Persons if no WILL or if WILL is not probated (form 1118)**
* **Signed Resident Agent form (if Personal Representative lives out of state) (form 1106)**
* **Names and Addresses of ALL Interested Persons (**Interested persons include decedent's heirs (surviving spouse, children, and other persons who would inherit if there were no will) and, if decedent died with a will, the personal representative named in the will and all legatees (persons who inherit under the will). All heirs must be listed even if decedent dies with a will). (**form 1104)**
* **Bond – (please call office to determine type of bond required and amount of bond)**
* **NOTE THERE ADDITONAL DOCUMENTS AND DUTIES REQUIRED AFTER YOUR APPOINTMENT AS PERSONAL REPRESENTATIVE – YOU WILL BE ADVISED AT THE TIME OF OPENING THE ESTATE**