



REGISTER OF WILLS PRINCE GEORGE'S COUNTY

CERETA A. LEE
REGISTER OF WILLS

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ESTATE CHECKLIST

Required documents to open an estate and obtain letters of administration:

- ☐ Original Last Will and Testament
- ☐ Death Certificate
- ☐ Funeral Contract or Itemized Bill Bank
- ☐ Signed Resident Agent form (if the Personal Representative lives out of state)
- ☐ Title or Registration Card for Motor Vehicle(s) (certified appraisal or printout from KellyBlueBook.com for private party value is acceptable)
- ☐ Proof of remaining payoff amount of Motor Vehicle(s) as of date of death
- ☐ Bank Statements (reflecting date of death balances) (small estates only)
- ☐ Real Property address and copy of Deed (New Market Value Assessment from Department of Assessments & Taxation may be used for value or certified appraisal) If the date of death is before January 1, 1998, an appraisal will be required)
- ☐ Mortgage on Real Property (reflecting date of death balance)
- ☐ Value of insurance policy
- ☐ Value of stock (Provide name, number of shares and value)
- ☐ Value of savings bonds (Provide value of Savings bonds from <https://www.treasurydirect.gov/>)
- ☐ List of Interested Persons (Complete Names & Addresses)