

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

ESTATE OF \_\_\_\_\_, DECEASED

Case No. \_\_\_\_\_ Docket \_\_\_\_\_ Page \_\_\_\_\_

**APPLICATION FOR AUTHORITY TO ADMINISTER ESTATE**

(R. C. Secs. 2113.01 — .07 2109.02 — .09)

**[For Executors and all Administrators; attach supplemental application for ancillary administration, if applicable]**

Applicant says that decedent died on \_\_\_\_\_.

Decedent's domicile was \_\_\_\_\_  
Street Address

City or Village, or Township if unincorporated area \_\_\_\_\_ County \_\_\_\_\_

Post Office \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant asks to be appointed \_\_\_\_\_ of decedent's estate. **[Check whichever of the following are applicable]** -  To applicant's knowledge, decedent did not leave a Will -  Decedent's Will has been admitted to probate in this Court -  A supplemental application for ancillary administration is attached.

Attached is a list of the surviving spouse, next of kin, legatees and devisees known to applicant, which list includes those persons entitled to administer the estate.

The estimated value of the estate is:

Personal property . . . . .	\$ _____
Annual real estate rentals . . . . .	\$ _____
Subtotal, personalty and rentals . . . . .	\$ _____
Real estate . . . . .	\$ _____
Total estimated estate . . . . .	\$ _____
Applicant owes the estate . . . . .	\$ _____
The estate owes applicant . . . . .	\$ _____

**[Check one of the following four paragraphs]**

- Applicant says that decedent's Will requests that no bond be required of him, and therefore asks the Court to dispense with bond.
- Applicant is a trust company duly qualified in Ohio, and bond is dispensed with by law.

Applicant says that he is decedent's surviving spouse, and is entitled to the entire net proceeds of the estate, and that bond in respect of his appointment as administrator of decedent's estate is therefore dispensed with by law.

Applicant offers the attached bond in the amount of \$ \_\_\_\_\_.

Applicant accepts the duties of fiduciary in the estate, imposed by law, and such additional duties as may be required by the Court. Applicant acknowledges that he may be removed as fiduciary for failure to perform such duties as required, and also acknowledges that he may be subject to criminal penalties for improper conversion of any property held as fiduciary.

\_\_\_\_\_  
**Attorney for Applicant**

\_\_\_\_\_  
**Typed or Printed Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone Number [include area code]**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Typed or Printed Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone Number [include area code]**

### WAIVER OF RIGHT TO ADMINISTER

The undersigned, being persons entitled to administer decedent's estate, and whose priority of right to do so is equal or superior to that of applicant, hereby waive appointment to administer the estate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ENTRY SETTING HEARING AND ORDERING NOTICE

The Court sets \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ .M. as the date and time for hearing the application for authority to administer decedent's estate. The Court orders notice to take or renounce administration to be given those persons entitled to administer decedent's estate, whose priority of right to do so is equal or superior to that of applicant, and who have not waived appointment to administer the estate.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Probate Judge**







**PROBATE COURT OF DELAWARE COUNTY, OHIO**  
**KENNETH J. SPICER, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED  
CASE NO. \_\_\_\_\_

**EXECUTOR/ADMINISTRATOR-FIDUCIARY'S ACCEPTANCE**

[R.C. 2109.02, Loc. R. 60.1]

I hereby accept the duties which are required of me by law, and such additional duties as are ordered by the Court. As executor/administrator of the estate I will:

- 1) Prepare and file an inventory of the real and personal assets of the estate within 3 months after appointment, or such time as extended by the Court. If additional assets are discovered, file a report of newly discovered assets within 30 days of discovery. Inventory any safe deposit box of the decedent.
- 2) Deposit funds which come into my hands in a lawful depository located within this state and keep estate funds in separate estate accounts throughout the administration of the estate.
- 3) Invest all funds in a lawful manner and timely pay appraiser fee and bond premium, if any.
- 4) Pay and disclose in the estate account all estate debts paid, unless otherwise provided by law.
- 5) For estates where the decedent died after December 31, 2001, send Notice of Probate of Will (if applicable) within 2 weeks of my appointment, and file the final account within 6 months of my appointment or within such other times as extended by the Court or by law.
- 6) File all tax documents as required by law.
- 7) Allow my name, address, and telephone number to appear in the Court's docket and be assessable through a website established by the Court.
- 8) Notify the Court in writing if I change my street and/or mailing address. My current addresses are:

Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

NOTE: The Attorney shall not be paid prior to the preparation of the final account unless specifically authorized by the Court.

\_\_\_\_\_  
Date Executor/Administrator