

Checklist

Certificate of Transfer Only

Filing Fee

Court Costs:

- \$86.00 – If Decedent died without a Will, or if the Will was previously admitted to Probate in another Court
- \$106.00 – If Decedent died with a Will, and the Will is being admitted to probate in Greene County

Requirements

The decedent must have been a resident of Greene County, Ohio at the time of death, or a non-Ohio resident who owned real estate in Greene County.

The date of death must be more than 6 months prior to the date of filing.

Real estate must be the only asset in the estate.

**Note: All paperwork must be typed. We will not accept handwritten documents.
All filings must be single-sided. We will not accept double-sided originals.
Please do not staple original paperwork. We cannot accept filings with staples.**

Initial Filing

Read all 3 options below to assure you have the correct paperwork for the situation.

Decedent died with a Will:

- Application to Probate Will (Form 2.0)
- Entry Admitting Will to Probate (Form 2.3)
- The **original** Last Will and Testament of decedent
- Waiver of Notice of Probate of Will (Form 2.1) *If applicable*
- Certificate of Service of Notice of Probate of Will (Form 2.4) *If applicable*
 - This can be filed with the initial filing if everyone on the front and back of the form 1.0 waives notice. If they are to be served notice, then you must wait until you have proof of service before filing this.
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked
 - If a next of kin or beneficiary's whereabouts are unknown and cannot be found with due diligence, you may file an Affidavit of Whereabouts Unknown (GC Form 100.2-C)
- Contact Information Form (GC Form 75.3-A)
- Self-Representation Form (GC Form 75.1) *If applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Application for Certificate of Transfer (Form 12.0)
- Certificate of Transfer (Form 12.1)
 - For any property located in Greene County, the legal description must have the Auditor's approval stamp on the legal description before being filed in Probate Court.
- For dates of death prior to January 1, 2013, a form ET 22 is required.
- Photocopy of the death certificate – with the social security number marked out

Note: A Certificate of Service of Notice of Probate of Will must be filed before a Certificate of Transfer may be issued in this type of action.

Decedent died without a Will:

- Application for Certificate of Transfer (Form 12.0)

- Certificate of Transfer (Form 12.1)
 - For any property located in Greene County, the legal description must have the Auditor's approval stamp on the legal description before being filed in Probate Court.
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked
 - If a next of kin or beneficiary's whereabouts are unknown and cannot be found with due diligence, you may file an Affidavit of Whereabouts Unknown (GC Form 100.2-C)
- Self-Representation Form (GC Form 75.1) *If applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (GC Form 75.3-A)
- Self-Representation Form (GC Form 75.1) *If applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Photocopy of the death certificate – with the social security number marked out
- For dates of death prior to January 1, 2013, a form ET 22 is required

Decedent died with a Will that was admitted to Probate outside of this Court:

- Application to Admit Foreign Records (GC Form 100.1D)
- Entry Admitting Foreign Records (GC Form 100.1E)
- Authenticated copies
 - Decedent's Will and the Entry Admitting Will to Probate Court from **must** be provided
 - The documents must be authenticated from the court where the will was admitted to probate
- Application for Certificate of Transfer (Form 12.0)
- Certificate of Transfer (Form 12.1)
 - For any property located in Greene County, the legal description must have the Auditor's approval stamp on the legal description before being filed in Probate Court.
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - If there is Surviving Spouse, make sure a box at the bottom of the form is marked
 - If a next of kin or beneficiary's whereabouts are unknown and cannot be found with due diligence, you may file an Affidavit of Whereabouts Unknown (GC Form 100.2-C)
- Contact Information Form (GC Form 75.3-A)
- Self-Representation Form (GC Form 75.1) *If applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Photocopy of the death certificate – with the social security number marked out
- For dates of death prior to January 1, 2013, a form ET 22 is required