



Pam Childers

Clerk of the Circuit Court and Comptroller, Escambia County

Clerk of Courts • County Comptroller • Clerk of the Board of County Commissioners • Recorder • Auditor

DISPOSITION OF PERSONAL PROPERTY WITHOUT ADMINISTRATION

Pursuant to Florida Statute 735.301

Any interested person may request a disposition of the decedent's personal property without administration. To qualify for a Disposition of Personal Property without Administration, the estate must consist only of personal property exempt under Section 732.402, Florida Statutes, personal property exempt from the claims of creditors under the Constitution of the State of Florida, and nonexempt personal property the value of which does not exceed the sum of the amount of preferred funeral expenses and reasonable and necessary medical and hospital expenses of the last 60 days of the last illness.

To obtain a Disposition of Personal Property without Administration, any interested party must satisfy the requirements of Section 735.301 of the Florida Statutes and file the completed forms and documents as follows:

- Complete the Disposition of Personal Property without Administration affidavit (required).
- Certified Death Certificate – must be an original and must show the decedent's residence as Escambia County (required).
- Original will (if applicable)
- Copy of the Funeral Contract showing total amount of funeral expenses, as well as the name of the individual(s) assuming responsibility of payment.
- 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.
- Copy of medical and hospital expenses, with receipts, for the last 60 days of decedent's last illness.
- Copy of any paperwork showing assets, including dollar amounts at the time of decedent's death. Specific identification of assets includes: copy of the latest bank statement; any check(s); stock certificates [need written statement as to current value of stock]; insurance policy; vehicle registration [include blue book value].
- Notarized consent form of any additional heirs or death certificates of any deceased heirs.
- Filing fee \$231.00, due at filing.



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When filling out the petition:

- Print the decedent's name after the words "in Re".
- The forms may be signed before a deputy clerk or a notary public.
- You may use an additional page to list beneficiaries.
- After completing all forms, file all forms and documents with the Clerk's office along with the filing fee in person or by mail at the address listed below.
- All documents submitted will be filed and sent to the judge.
- If granted, two certified copies of the order will be provided to you. The certified copies are to be presented by you to the financial institution.

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