

CHECKLIST - CERTIFICATE OF TRANSFER

(Disclaimer: This checklist is intended as a guideline only and is subject to modification by the Court at any time)

MANDATORY DEPOSIT DUE AT TIME OF FILING: (CHECK / CASH/ MONEY ORDER – ONLY)

\$62.00 WITH WILL

\$32.00 WITHOUT WILL

REQUIREMENTS

The decedent must have been a resident of Lake County, Ohio at the time of death, or owned real estate in Lake County. Real estate must be the only asset in the estate. For more information please see O.R.C 2113.61(D).

**Note: All paperwork should be typed, single sided, and please do not staple originals.
All documents being filed must have original signature.**

INITIAL FILING: All forms listed and the filing fee must be presented together or the proceeding will not be initiated:

- ☐ Photocopy of the death certificate – with the social security number redacted
- ☐ Application for Certificate of Transfer (Form 12.0)
- ☐ Certificate of Transfer (Form 12.1)
- ☐ Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
- ☐ Proof of the Auditor Valuation and Legal Description of the property (Deed).
- ☐ For dates of death prior to January 1, 2013, Form ET 22 is required.
 - Additional fee of \$30 if Section A is filled out -Additional fee of \$5 if Section B is filled out

WHEN ADMITTING THE WILL: *If a transfer is pursuant to a Will, you **must** do all of the following.*

- ☐ File the **Original** Will
- ☐ Complete the Application to Probate Will (Form 2.0)
- ☐ Complete the Surviving Spouse, Children, Next Of Kin, Legatees and Devisees (Form 1.0)
- ☐ Waiver of Notice of Probate of Will (Form 2.1)
 - Signatures on the waiver form are from EVERYONE listed on the FRONT and BACK of the Next of Kin Form (Form 1.0)

LATER FILINGS -WITH WILL ONLY (CAN BE FILED AFTER THE CASE HAS BEEN INITIATED):

- ☐ Notice of Probate of Will (Form 2.2)
- ☐ Certificate of Service of Notice of Probate of Will (Form 2.4)

Court of Common Pleas
Division of Probate
Judge Mark J. Bartolotta



Lake County Courthouse, West Annex
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