

CHECKLIST FOR FILING AFFIDAVIT FOR SUCCESSION TO REAL PROPERTY UNDER A.R.S. §14-3971

PLEASE READ EACH SECTION OF THE AFFIDAVIT CAREFULLY. FAILURE TO COMPLETE THE FOLLOWING STEPS MAY CAUSE YOUR PAPERS TO BE RETURNED TO YOU.

- ☐ **Six months have elapsed since date of death.**
- ☐ **Value of decedent's interest in property is less than \$100,000.00.**
- ☐ **If decedent left Last Will and Testament, is it attached? The Court will not accept a photocopy.**
- ☐ **All names, addresses of heirs and relationship to decedent are listed, including surviving spouse and any step-children of decedent.**
- ☐ **If you are not the surviving spouse, and there is no Last Will and Testament, is a notarized nomination or authorization from all other heirs attached?**
- ☐ **Have you attached a certified copy of the death certificate?**
- ☐ **Have you attached a copy of Gila County tax bill to show value of property?**
- ☐ **No other application or appointment of Personal Representative of decedent's estate is pending or has been granted in any jurisdiction, or if granted, the Personal Representative has been discharged or more than a year has elapsed since the closing statement was filed.**
- ☐ **Affidavit is signed and notarized.**
- ☐ **Order is completed and needs only Judge's signature and date.**
- ☐ **Extra copy of Affidavit and Order is attached. This copy will be certified by court and given back to you so you can have it recorded in county recorder's office.**
- ☐ **Filing fee of \$213.00, is attached.**
- ☐ **Take to courthouse and file.**

NOTE: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee can be found on the www.azbar.org web site.