

**AFFIDAVIT FOR COLLECTION OF A SMALL ESTATE (INTESTATE)**  
**CHECKLIST**

	Payment of Filing fee – see “ <a href="#">SCHEDULE OF PROBATE CASE FILING FEES</a> ”
	If property value is \$15,000 or more and it has been less than a year since the date of death, need to publish
	Add all parties: decedent, affiant, and heirs
	Need copy of decedent’s death certificate with decedent’s SS# & address
	Need copy of death certificate for any deceased heir(s)
	Need SS# and birthdate of Affiant on confidential filing information sheet
	Need corporate surety bond in the amount of all property rounded up to the next thousand; e-file bond; the bond is to include ack. of principal, ack. of surety, and surety’s power of attorney doc.
	Need proof of all assets and their values; file proof documentation separately as a financial filing

The Affidavit should contain the following:

	Need domicile address of decedent
	Need date of death of decedent
	Need statement that estate is \$40,000 or less and 30 days has elapsed since death of decedent
	Need statement that no application for letters testamentary, letters of administration or refusal of letters is pending or has been granted
	Need statement that all unpaid debts, claims or demands against the decedent’s estate and all estate taxes due, if any, on the property transfers involved, have been or will be paid except that any liability by the affiant for the payment of unpaid claims or demands shall be limited to the value of the property received
	Need statement that decedent left no will or if left a will and was not presented for probate within the time limit of section 473.050; if left a will that was presented for probate within time limit, see form for small estate with will (testate)
	Need a statement regarding what makes the heirs entitled to the property (i.e., pursuant to the laws of descent and distribution of the State of Missouri)
	Affiant must be an heir; if not, need notarized renunciations & consents from all heirs
	Need addresses of all heir; if cannot locate an heir, an affidavit of due and diligent search
	Need date of death of any deceased heir(s)
	Need relationship of heirs to decedent, i.e., child, spouse, cousin, niece, nephew (if cousin, niece or nephew, need a complete explanation of the line of descent (for example: child of C, C was child of B, B was sister of decedent’s mother)
	Need percentage or fractions heirs are entitled to and the birth certificate of any minor heirs
	If a spouse is an heir, need a statement on whether they are the parent of all children; see 474.010(1)(a)(b) and (c) for spouse’s share depending on situation
	Need total of all assets on affidavit; description of assets and values should be listed on Exhibit A, which should be filed as a separate document as a financial filing (Filing–other/miscellaneous-financial statement)
	Need description of property, value and name and address of person in possession of property. Vehicles must have value from NADA/KBB or appraisal; real property must have Assessors appraised value or an appraisal or letter report
	If real property, need complete legal description (need copy of deed)
	Needs to be signed and dated by applicant(s) and attorney; signature(s) of applicant(s) must be notarized
	Need statement on where you will publish: Daily Record, Monitor or some other publication

**MISSOURI CIRCUIT COURT, TWENTY-SECOND JUDICIAL CIRCUIT  
PROBATE DIVISION, CITY OF ST. LOUIS**

**AFFIDAVIT FOR COLLECTION OF SMALL ESTATE  
(Intestate)**

STATE OF MISSOURI } SS  
CITY OF ST LOUIS } SS

In the matter of:

\_\_\_\_\_ No. \_\_\_\_\_  
Decedent

Come(s) now \_\_\_\_\_, being duly sworn on oath and state(s) that  
Affiant

\_\_\_\_\_, whose domicile and last residence address was  
Deceased

\_\_\_\_\_, in the City of St. Louis, State of Missouri  
Address City State Zip

died on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; that the entire estate, less liens, debts and

encumbrances, does not exceed \$40,000.00; that no application for letters testamentary or letters of

administration or for refusal of letters is pending or has been granted; that all unpaid debts, claims or demands

against the decedent's estate and all estate taxes due, if any, on the property transfers involved, have been or

will be paid except that any liability by the affiant for the payment of unpaid claims or demands shall be limited

to the value of the property received; and that thirty days have elapsed since the death of decedent.

That decedent has left no will.  That decedent has left a will that was not presented to probate  
within the time limitation periods specified in Section 473.050, or was rejected by the probate court.

Decedent \_\_\_\_\_ survived by a spouse. If applicable, said spouse  is the parent of all children  
is/is not  
 is not the parent of all children.

Affiant further states that the property of the decedent, its valuation, and name and address of the  
individual or organization having possession thereof, is listed on Exhibit A filed herewith.

Affiant further states that the NAMES, ADDRESSES, and RELATIONSHIPS to the decedent of the  
persons entitled to the property of the decedent pursuant to the laws of descent and distribution of the State  
of Missouri are listed on Exhibit B filed herewith.

TOTAL OF ASSETS \$ \_\_\_\_\_

The foregoing petition is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ under oath or affirmation and its representations are true and correct to the best of the petitioner's knowledge and belief, subject to the penalties of making a false affidavit or declaration.

Subscribed and sworn to before me this \_\_\_\_\_, day of \_\_\_\_\_, \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Affiant's Name (Typed)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Telephone Number

Notary Commission expires:

Publish Notice of Affidavit in:

St Louis City Monitor

St Louis Daily Record

Other \_\_\_\_\_

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Attorney's Name (Typed) – MBE #

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone and Fax Number

\_\_\_\_\_  
Email Address



*INSTRUCTIONS: List below the address, legal description, and value of each parcel of real property.*

ADDRESS	LEGAL DESCRIPTION	VALUE
		\$
		\$
Total value of real property without debt:		\$
Deductions for any debt with proof of debt attached:		\$
TOTAL VALUE OF REAL PROPERTY AFTER REDUCING ANY DEBT:		\$

*Attach additional sheets if necessary.*

In the Matter of \_\_\_\_\_  
Decedent

No. \_\_\_\_\_

Exhibit B

**HEIRS**

**NOTE: If none, mark "NONE", and if any section is not applicable, mark "N/A" in the name column.**

NAME OF SPOUSE, IF ANY	ADDRESS	RELATIONSHIP	DATE OF DEATH, IF DECEASED	PERCENTAGE/ FRACTIONAL INTEREST
NAME OF CHILDREN, IF ANY	ADDRESS	RELATIONSHIP & DATE OF BIRTH, IF MINOR	DATE OF DEATH, IF DECEASED	PERCENTAGE/ FRACTIONAL INTEREST
NAME OF CHILDREN OF DECEASED CHILDREN	ADDRESS	RELATIONSHIP, NAME OF DECEASED PARENT & DATE OF BIRTH, IF MINOR	DATE OF DEATH, IF DECEASED	PERCENTAGE/ FRACTIONAL INTEREST

Only complete if decedent had no spouse or children or grandchildren:

NAME OF PARENTS	ADDRESS	RELATIONSHIP	DATE OF DEATH, IF DECEASED	PERCENTAGE/ FRACTIONAL INTEREST
NAME OF SIBLINGS, IF ANY	ADDRESS	RELATIONSHIP & DATE OF BIRTH, IF MINOR	DATE OF DEATH, IF DECEASED	PERCENTAGE/ FRACTIONAL INTEREST

