

AFFIDAVIT FOR COLLECTION OF A SMALL ESTATE (TESTATE) CHECKLIST

	Payment of Filing fee – see “ SCHEDULE OF PROBATE CASE FILING FEES ”
	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 and devisees.
	Need copy of death certificate with decedent’s SS# & address.
	Need SS# and birthdate of Affiant on confidential filing information sheet.
	If no will or will does not allow PR to serve without bond, need corporate surety bond in the amount of all property rounded up to the next thousand. E-file bond. The bond is to include Acknowledgement of Principal, Acknowledgement of Surety and Power of Attorney.
	Need proof of all assets and their values. File proof documentation separately as a financial filing.
	E-file a copy and mail/deliver original will.
	Need Application for Probate of Will.

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 that 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 lists the date of the will and that it has been presented to court within the limitations period under 473.050.
	Need a statement regarding what makes the legatees entitled to the property (i.e., pursuant to the will).
	Affiant must be a distributee, personal representative named in will. If not, need notarized renunciations & consents from all legatees.
	Need addresses of all legatees. If cannot locate a legatee, an affidavit of due and diligent search.
	Need percentage or fractions legatees are entitled to and the birth certificate of any minor legatees.
	If a spouse 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. Exhibit A 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 Estate must have Assessors appraised value or an appraisal or letter report.
	If real property, need complete legal description (need copy of deed).
	Need to be signed and dated by affiant(s) and attorney. Applicant’s signature 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
(Testate)**

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 left a will dated the _____ day of _____, _____. Said will was
presented for probate within the limitation periods specified in Section 473.050. The applicant(s) pray(s) that
after the document purporting to be the will has been duly proved, it be admitted to probate.

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 NAMES and ADDRESSES of the persons entitled to the property of the
decedent pursuant to the last will and testament of the decedent 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

In the Matter of _____
Decedent

No. _____

Exhibit A

Affiant further states that the following is an itemized description and valuation of the property of the decedent, and the names and addresses of the persons having possession thereof:

INSTRUCTIONS: List below the description of the property, value less liens and encumbrances, and the names and addresses of person having possession of each piece of personal property. Include account numbers (last four digits only), whether savings, checking, cd's etc, policy numbers, and VIN numbers in your descriptions.

DESCRIPTION OF PRESONAL PROPERTY	VALUE	NAME & ADDRESS OF PERSON IN POSSESSION
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL VALUE OF PERSONAL PROPERTY	\$	

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

DEVISEES/LEGATEES

List below any legatees/devisees; include their name, address, article of the will, age (if minor), conservator and conservator’s address (if minor or disabled), date of death if deceased and percentage or fractional share.

NAME	ADDRESS	WILL ITEM/SECTION & AGE IF MINOR	DATE OF DEATH, IF DECEASED	PERCENTAGE/ FRACTIONAL SHARE