

NICKI A. BURKE, Surrogate
Salem County Surrogate's Court

"APPLICANT" fact sheet-Affidavit of Spouse or Domestic Partner (6c)

date: _____ docket #: _____

Application documents to be signed by administrator:

- 1- sign documents at door in front of staff
- 2- mail documents to applicant for signing before a notary public of your choice
- 3- pick-up documents to sign before a notary public of your choice
- 4- mail documents to applicant for signing via a zoom meeting with one of our staff
- 5- pick-up documents by your attorney
- 6- mail documents to your attorney

Issued documents: Affidavits :

- pick-up completed paperwork
- mail completed paperwork to Affiant
- pick-up completed paperwork by your attorney
- mail completed paperwork to your attorney

- date of death is **ON OR AFTER 01/19/16**: \$50,000.00 LIMIT (enacted 01/19/16)
- date of death is **01/18/16 or BEFORE**: \$20,000.00 LIMIT

Application documents to be signed by Administrator:

- mail to Administrator
- pick-up by Administrator
- pick-up by attorney
- mail to attorney

Issued documents: Letters of Administration & Administrator Short Certificates:

- pick-up by Administrator
- mail to Administrator
- pick-up by attorney
- mail to attorney

Estate of: _____
(as it appears on the Death Certificate)

a/k/a: _____

a/k/a: _____

Legal domicile at time of death: _____
(mailing address)

Township of: _____ county of: _____

Required to initiate the Affidavit of Spouse or Domestic Partner estate process:

- Certified copy of the Death Certificate (raised seal)
- Affidavit filing fee - contact our office for that information

Marital status of decedent and other information:

- married
- certified domestic partnership
- civil union
- affidavits requested (_____) (dependent on amount of assets)

- social security #: _____
- date of birth: _____
- date of death: _____
- NJ real property

Affiant full legal name as shown on identification

Affiant name (spouse of decedent) _____

Address (mailing): _____

county of residence: _____

phone: _____

cell: _____

e-mail: _____

Assets of decedent: needed for Affidavit

- 1. copies of financial institution statements
- 2. title to vehicles/trailers/motorcycles for VIN#

Assets titled in decedents name alone:

Checks / refund checks / etc.

- issued by: _____ amount: \$ _____
- issued by: _____ amount: \$ _____
- issued by: _____ amount: \$ _____

Financial Institution: _____

- checking-amount: \$ _____ acct. # last 3 digits: XX- _____
- christmas club: amount: \$ _____ acct. # last 3 digits: _____
- savings-amount: \$ _____ acct. # last 3 digits: _____
- other: amount: \$ _____ acct. # last 3 digits: _____

Financial Institution: _____

- checking-amount: \$ _____ acct. # last 3 digits: XX- _____
- christmas club: amount: \$ _____ acct. # last 3 digits: _____
- savings-amount: \$ _____ acct. # last 3 digits: _____
- other: amount: \$ _____ acct. # last 3 digits: _____

Financial Institution: _____

- checking-amount: \$ _____ acct. # last 3 digits: XX- _____
- christmas club: amount: \$ _____ acct. # last 3 digits: _____
- savings-amount: \$ _____ acct. # last 3 digits: _____
- other: amount: \$ _____ acct. # last 3 digits: _____

Vehicles / Trailers / Motorcycles, etc:

- year/make/model _____
- VIN #: _____
- value: \$ _____
- year/make/model _____
- VIN #: _____

value: \$ _____

Real estate: in what names titled? ?

what title percentage is held by the decedent?

market value of real estate: _____

block _____ lot _____ Twp/City/Boro etc. _____

block _____ lot _____ Twp/City/Boro etc. _____

tax record search website:

http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?&ms_user=glou&passwd=data&srch_type=0&adv=0&out_type=0&district=1704

is any real estate located in a county or state other than Salem County, New Jersey?

yes no

block,lot, city/boro/county/state _____

If yes, staff discuss Certification of Proceedings in NJ or Exemplification out of state

Insurance funds where no beneficiary is named or named beneficiary(s) are deceased:

company: _____

amount: \$ _____

Insurance funds where no beneficiary is named or named beneficiary(s) are deceased:

company: _____

amount: \$ _____

Pension(s), Investments, 401K, Certificates of Deposit, etc:

Other:

Is estate is represented by legal counsel: yes no

Attorney: _____

Name of Firm: _____

Address: _____

Phone: _____

Payment types accepted in Salem County:

cash check attorney escrow money order

Salem County does not yet accept debit/credit cards.

AFFIDAVIT OF SURVIVING SPOUSE OR AFFIDAVIT OF HEIR: where the value of the real and personal assets of the estate does not state does not exceed \$50,000.00 or 20,000.00, respectively, \$5.00 for each \$100.00 or part thereof. The total cost shall not exceed \$50.00. This fee is waived where the value of the assets of the estate does not exceed \$100.00.

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