

NICKI A. BURKE, Surrogate

Salem County Surrogate's Court
Administration Building, 2nd Floor - 94 Market Street, Salem, NJ 08079
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Applicant Administration fact sheet

Assets of decedent total more than \$50,000.00 if applicant is a spouse, or more than \$20,000 if applicant is an heir

Decedent name:

Last: _____
First: _____
Middle: _____
Suffix: _____

Decedent a/k/a's: other names of the decedent that assets may be titled in

a/k/a: _____
a/k/a: _____

legal domicile at time of death - mailing address: _____

Township of: _____ County of: _____

Required to initiate the Administration process:

- Certified Certificate of Death
- Administration filing fee - contact our office for that information

Marital status of decedent and other information:

- married
- widowed
- single, never married
- divorced
- certified domestic partnership
- civil union

- administrator short certificates (_____) (one for each asset listed to be transferred)
- no/yes decedent date of death **01/01/17 or AFTER** – is the estate value over \$2 million?
- no/yes decedent date of death **PRIOR to 01/01/17** – is the Estate value over \$675,000

Administrator Information:

Administrator: _____
name as appears on your identification

- relationship to decedent: _____
- address: mailing address, include apartment #: _____

- provide copy of form of identification
- county of residence: _____
- phone: _____
- cell: _____
- e-mail: _____
- administrator is presently or was previously an attorney at law
- administrator is NOT an attorney

Co-Administrator Information:

Administrator: _____
name as appears on your identification

- relationship to decedent: _____
- address: mailing address, include apartment #: _____

- provide copy of form of identification
- county of residence: _____
- phone: _____
- cell: _____
- e-mail: _____
- administrator is presently or was previously an attorney at law
- administrator is NOT an attorney

List All Next of Kin And Relationship To The Decedent

1-Name: _____
address: _____

Relationship to decedent: _____
Age if a minor: _____

2-Name: _____
address: _____

Relationship to decedent: _____
Age if a minor: _____

3-Name: _____
address: _____

Relationship to decedent: _____
Age if a minor: _____

4-Name: _____
address: _____

Relationship to decedent: _____
Age if a minor: _____

5-Name: _____
address: _____

Relationship to decedent: _____
Age if a minor: _____

6-Name: _____
address: _____

Relationship to decedent: _____
Age if a minor: _____

7-Name: _____
address: _____

Relationship to decedent: _____
Age if a minor: _____

8-Name: _____
address: _____

Relationship to decedent: _____

Age if a minor: _____

use additional sheet if necessary

Assets & Debt information for Affidavit of Assets

Complete the Affidavit of Assets and Debts form provided by our office
Examples: checks, bank accounts, stock, vehicle, motorcycle, boat, RV, life insurance policy without a named beneficiary, real estate, pension...

The Affidavit of Assets & Debts form will be provided to you with the application documents for signature.

checks/refund checks, etc.

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

copy of financial institution statements required

Financial Institution: _____
 account type: checking savings
 amount: \$ _____
 acct. # last 3 digits: XX- _____

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 amount: \$ _____
 acct. # last 3 digits: XX- _____

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Financial Institution: _____
 account type: checking savings

amount: \$ _____

acct. # last 3 digits: XX- _____

Vehicles / Trailers / Motorcycles, etc:

year/make/model _____

VIN #: _____

value: \$ _____

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VIN #: _____

value: \$ _____

Vehicles / Trailers / Motorcycles, etc:

year/make/model _____

VIN #: _____

value: \$ _____

Real Estate: in what names titled & how titled?

what is percentage of title 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 _____

Insurance Funds where no beneficiary named or beneficiary is deceased:

Company: _____

Amount: \$ _____

Pension, Investments, 401K, Certificates of Deposit, etc.:

Other:

Debt of Estate – For Affidavit of Assets & Debts: name & amount owed

Total Approximated Debt: _____

is estate is represented by legal counsel: yes no

attorney: _____

name of firm: _____

address: _____

phone: _____

e-mail: _____

Administration: \$125.00, plus filing of additional required documents at \$5.00 per page, such as Affidavit of Assets and Debts, Renunciations, (\$5.00 1st, \$3,00 each subsequent), and any other filings needed, such as Power of Attorney, etc.

Payment via:

check money order attorney escrow cash

Salem County does not yet accept debit or credit cards.