

CONSENT FORM

I hereby authorize the Probate Court of Dekalb County to receive any criminal history record information related to me which may be in the files of any state or local criminal justice agency in Georgia.

I understand that this information will be used by the Court only in connection with the proceeding for which this consent is granted, that it will be kept confidential, but that it may be disclosed to the attorneys and/or guardians ad litem appointed in connection with the matter.

\_\_\_\_\_  
Full Name (Print First, Middle, Maiden, Last)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Sex      Race      Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Clerk, Probate Court or  
Notary Public (include seal and  
Commission expiration date)

\_\_\_\_\_  
Date

Estate of: \_\_\_\_\_

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

**PETITION FOR AUTHORITY TO OPEN SAFETY DEPOSIT BOX**

**Georgia, DeKalb County**

TO THE HONORABLE JUDGE OF THE PROBATE COURT

The petition of \_\_\_\_\_, whose post office address is \_\_\_\_\_; shows that \_\_\_\_\_, whose legal residence (is) (was) \_\_\_\_\_ in this county, was declared legally incompetent/departed this life on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; that this court has jurisdiction over the estate of the deceased or incompetent; that there is a safety deposit box in the name of said deceased or incompetent person in the following financial institution: \_\_\_\_\_ that Petitioner believes that said safety deposit box contains the following documents: \_\_\_\_\_

Petitioner should be allowed to open and examine the contents of said safety deposit box number \_\_\_\_\_ due to the fact that Petitioner is the \_\_\_\_\_ of said deceased or incompetent person and that if certain documents are in said box, they should be delivered as provided by Official Code of Georgia Ann. § 7-1-356 to the proper person or Court.

WHEREFORE, Petitioner prays that an Order be granted allowing said financial institution in which said box is located to allow \_\_\_\_\_ to open and examine in the presence of an officer of said institution the contents of said safety deposit box and to deliver certain documents to the proper person or Court as provided by law.

Attached is a death certificate, obituary or other proof of death.

SWORN to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
PETITIONER

\_\_\_\_\_  
NOTARY PUBLIC, OR CLERK, PROBATE COURT

**ORDER**

The within and foregoing Petition having been read and considered, IT IS ORDERED that the above-named institution, to wit: \_\_\_\_\_ allow \_\_\_\_\_ to enter said box, to examine its contents, and to make an inventory in the presence of an officer of said institution. The inventory shall be made within five banking days after this order is presented to the institution and shall be signed by all parties present. A copy of the inventory shall be filed in the Probate Court.

IT IS FURTHER ORDERED that the institution, if so requested by the applicant, shall deliver any writing purporting to be a will to the Probate Court of DeKalb County; any writing purporting to be a deed to a burial plot or to give burial instructions to the person named in this order; and any document purporting to be an insurance policy on the life of the deceased to the beneficiary. No other contents shall be removed. This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE OF THE PROBATE COURT

IN THE PROBATE COURT OF DEKALB COUNTY  
STATE OF GEORGIA

RE: ESTATE OF \_\_\_\_\_ )

ESTATE NO. \_\_\_\_\_ )

DECEASED \_\_\_\_\_ )

**APPLICATION TO APPOINT SUCCESSOR EXECUTOR**

TO THE HONORABLE JUDGE OF THE PROBATE COURT:

The petition of \_\_\_\_\_, respectfully shows:

1.

That \_\_\_\_\_ was the duly qualified executor of the Last Will and Testament of \_\_\_\_\_, a deceased resident of DeKalb County as appears from the will record in the office of the Probate Court in Book \_\_\_\_\_, Page \_\_\_\_\_, and from the records of the Court.

2.

That the said \_\_\_\_\_ resigned/died on \_\_\_\_\_.

3.

That under the will of \_\_\_\_\_, deceased, said petitioner \_\_\_\_\_ was appointed as successor executor.

WHEREFORE, petitioner prays that Letters Testamentary issue to him/her as Executor of the Last Will and Testament of \_\_\_\_\_.

\_\_\_\_\_  
Petitioner / Attorney for Petitioner

Personally appeared before the undersigned authority, \_\_\_\_\_, who, being duly sworn, on oath says that the statements contained in the foregoing petition are true:

\_\_\_\_\_  
Petitioner / Attorney for Petitioner

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary / Clerk of Probate Court

**ORDER**

The foregoing petition of \_\_\_\_\_ for Letters Testamentary on the estate of \_\_\_\_\_, deceased, having been read and considered, and it appearing from the duly probated will of said \_\_\_\_\_, which is on file and of record in my office in Book \_\_\_\_\_, Page \_\_\_\_\_, and from evidence presented to me that the petitioner is entitled to such Letters.

It is hereby ordered that Letters Testamentary issue to the petitioner, on the estate of \_\_\_\_\_, deceased, upon taking the oath of office.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Jeryl Debra Rosh,  
Judge of the Probate Court

**OATH**

I do solemnly swear (or affirm) that this writing contains the true Last Will and Testament of the within named \_\_\_\_\_, deceased, so far as I know or believe, and that I will well and truly execute the same in accordance with the laws of the Georgia. So help me God.

\_\_\_\_\_  
Executor

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk of Probate Court

**RENUNCIATION OF NOMINATED EXECUTOR**

**Estate name** \_\_\_\_\_

**Estate number** \_\_\_\_\_

My name is \_\_\_\_\_ and I am renouncing my right to serve as  
the Executor of the estate of \_\_\_\_\_ due to the following  
reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Sworn to and subscribed before me on this  
\_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
**Notary or Clerk of Court**

\_\_\_\_\_

COUNTY OF DeKALB

AFFIDAVIT

COMES NOW before me, the undersigned officer duly authorized to administer oaths,  
\_\_\_\_\_, who swears and deposes on personal knowledge that the  
following statement is true and correct:

1.  
My name is \_\_\_\_\_, and I reside at \_\_\_\_\_

2.  
I am familiar with the signature of \_\_\_\_\_, having known  
\_\_\_\_\_ prior to his/her death for approximately \_\_\_\_\_ years.

3.  
I am not an heir-at-law or beneficiary under the will. I will not benefit either directly or indirectly  
from the probate of the will of \_\_\_\_\_ dated \_\_\_\_\_.

4.  
I have examined the signature of \_\_\_\_\_ on the original  
document, which purports to be the Last Will and Testament of  
\_\_\_\_\_ dated \_\_\_\_\_, and in my opinion the  
signature of \_\_\_\_\_ is true and genuine.

5.  
I understand that I am making this Testator's Affidavit for the purpose of having the Last Will  
and Testament of \_\_\_\_\_ probated in \_\_\_\_\_ form in  
the Probate Court of Dekalb County, Georgia.

Sworn to, and subscribed before me,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

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

My Commission expires on \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

## Probate Court of DeKalb County, Georgia

## APPROVED AGENCIES FOR ISSUING BONDS

Agency Name	Street Address	City/ State/ Zip	Phone
Allsouth Insurance Center	2001 Wesley Chapel Rd.	Decatur, Ga. 30035	404-241-2550
BDH Associates*	4572 Lawrenceville Hwy., Suite 201	Lilburn, Ga. 30047	770-564-2999
Brand & Britt Insurance Services	1255 Lakes Pkwy, Suite 105	Lawrenceville, Ga. 30043	770-963-6427
Cameron & Roberts Insurance Agency	6893 Main St.	Lithonia Ga. 30058	770-482-8841
Coveryou.com	5900 Sugarloaf Pkwy, Suite 313	Lawrenceville, Ga. 30043	678-858-4207
Dickerson Agency, Inc.	3745 Cherokee St., Suite 101	Kennesaw, Ga. 30144	770-424-6762
Evans Group, inc.	5880 Live Oak Pkwy., Suite 220	Norcross, Ga. 30093	770-448-2029
Financial Surety Underwriters, LLC*	P.O. Box 698	Roswell, Ga. 30077	678-297-5566
Georgia fund Surety and Fidelity Co.	18 Collins Dr., Ste. 100	Cartersville, Ga. 30120	770-386-0616
Georgia Insurance Brokerage, Inc	193 Auburn Ave. N.E.	Atlanta, Ga. 30303	404-525-1600
Gunby Insurance Agency*	3720 Longview Dr., Suite 8	Atlanta, Ga. 30341	404-525-2033
Hamby & Aloisio, Inc.	53 Perimeter Center East, Suite 400	Atlanta, Ga. 30346	770-551-3270
The Insurance Store, Inc.	1634 White Cir., Ste. 103	Marietta, Ga. 30066	770-422-4511
JSL Surety*	47 Postal Pkwy	Newnan, Ga. 30271-1429	770-683-1000
McHugh Insurance, Inc.	24 Milton Ave./ P.O. Box 1312	Alpharetta, Ga. 30009-1312	770-442-8990
McNeal Agency, Inc.	1717 Russell Pkwy. / P.O. Box 6009	Warner Robins, Ga. 31095-6009	478-929-4141
O'Neal & Associates Insurance*	2357 Pio Nono Ave./ P.O. box 14248	Macon, Ga. 31203	478-788-1104
Smarr Financial Service Inc.	3399 Peachtree Rd. N.E., Suite 400	Atlanta, Ga. 30326	404-601-2815
Southeast Contract Bond Services, Inc.	31 Park of Commerce, Suite 500	Savannah, Ga. 31405	919233-6260
State Farm Local Agents (under \$250,000)			
State Farm Fire and Casualty Co. (over \$250,000)	One State Farm Plaza	Bloomington, IL 61710-001	309-735-2929
Georgia Surety Co. / Statewide Bonding Co. / Allstar Surety Group*	1301 Hightower Trl., suite 210	Atlanta, Ga. 30350	404-522-3898
The Surety Group	3715 Northside Pkwy., Suite 1-315	Atlanta, Ga. 30327	404-352-8211
Taylor, Turner & Hartsfield Insurance	380 Dahlonega St., Suite 1000	Cumming, Ga. 30040	770-889-8600
Townley Kenton, Inc.	125 Clairemont Ave., Ste. 520	Decatur, Ga. 30034-378-4397	404-377-774
VANCO Bonds and Insurance Agency, Inc.*	154 Morse Elem Ct., Unit 2138	Waleska, Ga. 30183	770-704-0239
Woodworth and Associates, Inc.	696 Battle Creek Road, Suite 5-E	Jonesboro, Ga. 30236	770-478-7290
ASBA, LLC	1587 Northeast Expressway	Atlanta Ga. 30329	404-486-2357

\*Agencies marked with an asterisk (\*) will consider issuing bonds to individuals without attorney representation on a case-by-case basis.

\*\*if you wish to obtain a bond with an agency that is not on this list, you must first get approval from the DeKalb County Probate Court.

INVENTORY

TO THE HONORABLE JUDGE OF THE PROBATE COURT OF SAID STATE AND COUNTY:

The following is a true and complete inventory of the estate, both real and personal, of \_\_\_\_\_, Deceased, by \_\_\_\_\_

(Administrator) (Executor):

<u>ITEM</u>	<u>APPROXIMATE VALUE</u>
<b>1. REAL PROPERTY (include address and county where located):</b>	
Parcel One: _____	_____
Parcel Two: _____	_____
Parcel Three: _____	_____
<b>TOTAL APPROXIMATE VALUE OF REAL PROPERTY</b>	<b>_____</b>
<b>2. PERSONAL PROPERTY:</b>	
<b>A. Bank Accounts (name of financial institution and account number):</b>	
1) Savings	
a. _____	_____
b. _____	_____
2) Checking	
a. _____	_____
b. _____	_____
3) Certificate of deposit (name of institution and amount)	
a. _____	_____
b. _____	_____
<b>B. Stocks (company and number of shares), Bonds (face amount) and other securities:</b>	
1) _____	_____
2) _____	_____
3) _____	_____
<b>C. Vehicles (autos, boats, trucks, etc.):</b>	
1) _____	_____
2) _____	_____
<b>D. Other personal property and personal effects:</b>	
_____	_____
_____	_____
_____	_____

**3. PROCEEDS FROM SETTLEMENT OF CLAIM:**

Gross amount of settlement	_____
Approved encroachments/expenses (-)	_____
<b>TOTAL paid to estate</b>	<b>_____</b>
<b>TOTAL APPROXIMATE VALUE OF PERSONAL PROPERTY</b>	<b>_____</b>
Amount of bond posted previously	_____
Amount of additional bond posted herewith	_____
Number of attached additional pages	_____

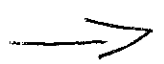
\_\_\_\_\_  
(ADMINISTRATOR) (EXECUTOR)

SWORN TO and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC OR COURT CLERK

ORDERED THAT THE FOREGOING INVENTORY BE RECORDED \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
JERYL DEBRA ROSH  
JUDGE, DEKALB COUNTY PROBATE COURT





## INSTRUCTIONS

1. Your inventory as the representative of the estate is due within six months of the day on which you qualify.
2. The approximate value assigned to the items listed should be your best estimate of the current fair market value of each. It is not generally necessary to have professional appraisals made unless one of the heirs or creditors of the estate files a request for an appraisal within 90 days of the filing of your inventory, or unless you feel you need one to value the property.
3. Your inventory should be as complete and accurate as possible. Failure to make a correct and timely inventory would be sufficient ground for your removal.
4. If the total value of the personal property in the estate as reflected on the inventory comes to more than the amount of bond you filed when you qualified, then you will have to increase your bond to cover the additional amount. Your additional bond, if needed, should be filed at the same time that you file your inventory.

For additional information, consult your attorney. You may also call the Probate Court's Auditing Department at (404) 371-2601.

5. Inventory should be made as of the qualification date of the administrator/executor.