

## Probate Court of Forsyth County

### Instructions to Fiduciaries for Estate Inventory

The Inventory is a report of every asset owned by the decedent at the time of their death, even if those assets have been distributed or otherwise transferred by the fiduciary at the time the report is filed. The Inventory should be like a snapshot of the decedent's estate ***on the day of their death.***

If you are required to file an Annual Return in your case, then the starting balance on the Annual Return will be the ending total balance on the Inventory. You will need to account for every asset listed on the Inventory on your Annual Return as well as any additional assets/income received and disbursements made since the date of filing the Inventory. Therefore it is important that you accurately complete the Inventory so the Court and all other individuals in the case know the status of the estate.

It is the responsibility of the fiduciary to fully and properly complete the Inventory as required. It is not the responsibility of court staff to prepare or correct an Inventory. Incorrect or incomplete Inventories will be returned for completion or correction. All Inventories must be typed or legibly printed to be accepted for filing.

If mailing this form to the Court, please make sure your signature is notarized on the Inventory form and the Certificate of Mailing. If filing this form in person with the Forsyth County Probate Court Clerk's Office, a Clerk will verify your signature.

### Frequently Asked Questions

#### ***When is the Inventory due?***

The Inventory is due within six months of appointment of the fiduciary.

#### ***Where do I file the Inventory?***

The Inventory can be filed in person or mailed to the following address:

100 W. Courthouse Square  
Suite 008  
Cumming, GA 30040

#### ***What attachments are necessary?***

Attach the bank statement showing the estate account title(s) and balance(s).

#### ***How much are the filing fees for the Inventory?***

The filing fee for an estate Inventory is \$25.00 + \$2.00 per page. Please attach a personal check or money order made payable to "Forsyth County Probate Court" to the Inventory.