

## INSTRUCTIONS

1. An inventory of the estate must be filed with this Court by the Administrator within six (6) months after these letters are issued, and, subject to Instruction 8. below, a copy of that inventory must be delivered to the sui juris heirs by first-class mail within the same period.

2. Within sixty (60) days after these letters are issued, notice must be given once a week for four (4) weeks by advertisement in the newspaper in this County in which sheriff's notices are published, requiring creditors of the estate to render in their demands.

3. Unless a different accounting period has been approved, within sixty (60) days after the anniversary date of issuance of these letters, in each and every year, every Administrator must make a just and true account, under oath, of his receipts and expenditures on behalf of the estate during the preceding year, together with a note or memorandum of any other fact necessary to the exhibition of the true condition of the estate. The vouchers showing the correctness of each item must be retained by the Administrator. Subject to Instruction 8. below, a copy of each such return must be delivered to the sui juris heirs by first-class mail within the same period.

4. The Administrator is allowed six (6) months from the date of his qualification to ascertain the condition of the estate, during which he is exempt from suit. He should collect all debts due the estate, and pay the debts of the estate, wholly or in part, at the end of the six-month period. Payment of the debts of the decedent shall be made in accordance with their rank in priority as provided in O.C.G.A. §53-7-40.

5. The Administrator may continue the business of his intestate for the current year without a court order.

6. The normal commissions allowed the Administrator are two and one-half percent (2.5%) of all sums of money received, and a like commission on all sums of money paid out. In addition, the Judge of the Probate Court may allow a commission of up to three percent (3%) of the value of all property distributed in kind. There are special rules concerning commissions on interest earned and extra compensation.

7. After the payment of all expenses of administration and other debts, the balance of the estate shall be promptly distributed to the heirs. The Administrator must then make a final return, showing the receipts and disbursements since the last annual accounting. Subject to Instruction 8. below, a copy of the final return must be delivered to the sui juris heirs by first-class mail at the time of filing same.

8. It shall not be necessary for the Administrator to mail copies of any annual returns or the final return to any heir or beneficiary who has individually waived in writing the right to receive copies of same unless and until such waiver is revoked in writing.

For further information see O.C.G.A. Title 53, Chapters 6 & 7.

STATE OF GEORGIA

COUNTY OF \_\_\_\_\_

**LETTERS OF ADMINISTRATION**  
(Bond, Inventory and Returns Required)

By \_\_\_\_\_, the Judge of the Probate Court of said County.

WHEREAS, \_\_\_\_\_ died  
intestate (check one:)

\_\_\_\_\_ domiciled in this County;

\_\_\_\_\_ not domiciled in this State, but owning property in this County;

and this Court granted an order appointing \_\_\_\_\_ as Administrator of the estate of said decedent, on condition that said Administrator give bond and security and give oath as required by law; and the said Administrator having complied with said conditions; the Court hereby grants unto said Administrator full power to collect the assets of said decedent, and to pay the debts of said estate, so far as such assets will extend, according to law, and then to pay over the balance, if any, to the legal heirs of said decedent, and to do and perform all other duties as such Administrator, according to the laws of this State.

IN TESTIMONY WHEREOF, I have hereunto affixed my signature as Judge of the Probate Court of said County and the seal of this office this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge of the Probate Court

NOTE: The following must be signed if the judge does not sign the original of this document:

Issued by:

\_\_\_\_\_  
Clerk, Probate Court

(Seal)

**(SEE INSTRUCTIONS ON REVERSE SIDE)**