

STATE OF GEORGIA
COUNTY OF _____

**LETTERS OF GUARDIANSHIP OF THE
PERSON AND PROPERTY OF INCAPACITATED ADULT**

From the Judge of the Probate Court of said County.

TO: _____, Guardian

RE: _____, Incapacitated Adult

The above-named incapacitated adult (the "ward") has been found by this Court to be in need of a guardian of the person and property, and this Court has entered an order designating you as such guardian. You have assented to this appointment by taking your oath and posting a bond. In general, your powers and duties as guardian are to protect and maintain the person and property of the ward.

Special Instructions:

1. It is your duty to see that the ward is adequately fed, clothed, sheltered and cared for, and that the ward receives all necessary medical attention.
2. You must keep the ward's funds separate from your own. You should put the ward's funds in a separate checking or savings account, as appropriate, and make all payments by check.
3. You may not sell or give away any of the ward's property without a court order.
4. You may not spend any of the principal (corpus) for any purpose without a court order, but the annual income can be spent as necessary to support the ward without a court order.
5. Georgia law requires you to file with this Court an annual return, showing all receipts and disbursements, accompanied by an affidavit certifying that the original vouchers (checks) have been compared with the items listed on the return, and that the return is correct. Such return is due within 60 days after each anniversary date of these Letters of Guardianship, unless the Court has approved a different accounting period.
6. You may not borrow money on behalf of your ward without a Court order, nor may you or your ward loan the ward's funds to anyone, nor may you use your ward's money for yourself.
7. The regular commissions allowed a guardian are 2.5% on all sums of money paid out, and 2.5% on all sums received, as shown by the annual or final return. There are special rules concerning commissions for property delivered in kind, interest earned, extraordinary services, and market value of property held as of December 31 each year.
8. You must keep the Court informed of any change in your name or address.
9. Within four months after appointment and within two months after each anniversary date of appointment, you must file with the probate court a personal status report concerning your ward which shall include:
 - (a) A special description of the ward's general condition, living situation, progress, development, and needs;
 - (b) Your recommendations for any alteration in the guardianship order.
10. Please consult your attorney if you have any questions.

Given under my hand and official seal, the _____ day of _____, _____.

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

Issued by:

Clerk, Probate Court

(Seal)