

## INSTRUCTIONS

1. Unless inventory has been waived, an inventory of the estate must be filed with this Court by the Administrator within six (6) months after the date of qualification as Administrator, and a copy of that inventory must be delivered to the heirs by first-class mail within the same period.

2. Within sixty (60) days after the date of qualification as Administrator, 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 and requiring debtors to make payment.

3. Unless returns have been waived, or a different accounting period has been approved, within sixty (60) days after the anniversary date of qualification as Administrator, 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.

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 year of his qualification 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, unless returns have been waived.

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

STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

**LETTERS OF ADMINISTRATION**

(Bond Waived and/or Certain Powers Granted Subsequent to Time of Appointment)

By \_\_\_\_\_, 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, and said Administrator did duly qualify for such office; 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 addition, this Court has by order dated \_\_\_\_\_:

(Check all which apply:)

- \_\_\_\_ a. waived the necessity of bond of the Administrator from the date of such order forward, and granted to the administrator the power to serve without filing an inventory if not due prior to the date of such order, and without filing any annual or other returns or reports covering any period from the date of such order forward to any court; but the fiduciary shall in the future furnish to the income beneficiaries, at least annually, a statement of receipts and disbursements. Further, the Administrator must file a return with this court within 60 days from the date of such order covering the period from his most recent return, if any, up to the date of such order and a copy of such return must be sent by first class mail by the administrator to all of the heirs and known creditors of the estate at the time such return is filed.
- \_\_\_\_ b. granted to the Administrator from the date of such order forward all of the powers contained in O.C.G.A. §53-12-232 not included in (a) above.
- \_\_\_\_ c. granted to the Administrator from the date of such order forward only those certain powers contained in O.C.G.A. §53-12-232 which are set forth in Exhibit "A" attached to the petition upon which the Court entered such order.

If Letters of Administration were previously issued to this Administrator, these Letters replace those.

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)