



FLORENCE COUNTY PROBATE COURT

J. MUNFORD SCOTT, JR.
Judge of Probate
mjscott@florenceco.org

EstateRequest@FlorenceCo.Org
Florence County Judicial Center
181 N. Irby St., Suite 1300
Florence, SC 29501
(843) 665-3085

SHARON C. DAVIS
Associate Judge of Probate
sdavis@florenceco.org

SMALL ESTATE PROCEEDING

The Small Estate Proceeding allows for the transfer of the Decedent's personal property with a value less than \$25,000.00. This cannot be used if the Decedent owns any interest in real property. The Affidavit for Collection of Personal Property Pursuant to Small Estate Proceeding cannot be filed until 30 days after the Decedent's date of death. If the Decedent has a Will, you must file the original with the Court along with the Application for Probate (form 306ES).

Mail the following items to the Florence County Probate Court:

- ✓ Original Will with (form 306ES) and \$10 court fee;
- ✓ Completed, signed, and notarized Affidavit for Collection of Personal Property (Form 420PC) along with applicable court fees;
- ✓ Picture ID of the Small Estate Affiant;
- ✓ Proof of assets in the Decedent's name - copies of bank statements, refund checks, vehicle titles, letter from unclaimed funds;
- ✓ Appropriate filing fees – see schedule below;
- ✓ Certified copy of the Death Certificate;
- ✓ Funeral Home Program or Copy of the Newspaper Obituary
- ✓ Itemized Funeral Bill or Statement and proof of payment; and,
- ✓ Affidavit of Reimbursement for Funeral Bill.

***Please note that if you are filing the Small Estate and you did not pay the funeral expenses for the Decedent, you must have the person who paid the bill complete the Affidavit for Reimbursement* See attached.**

Complete mailing addresses are needed for all persons listed on the Affidavit.

Your documents will be returned to you by the Court if you fail to present all documentation listed above.

<u>Value of Estate Property</u>	<u>Probate Fees</u>
➤ Under \$100.00	\$12.50
➤ \$101.00 - \$4,999.99	\$25.00
➤ \$5,000.00 - \$19,999.99	\$45.00
➤ \$20,000.00 - \$25,000.00	\$67.50

STATE OF SOUTH CAROLINA)
)
COUNTY OF FLORENCE)

IN THE PROBATE COURT

IN THE MATTER OF THE ESTATE OF)
_____)
Decedent.)
_____)

AFFIDAVIT AS TO REIMBURSEMENT
FOR PAYMENT OF FUNERAL BILL

I, _____, paid for the funeral of the decedent in the amount of
\$_____.

Choose One:

_____ I want to be reimbursed in the amount of \$_____. I am attaching my paid receipt or the
funeral statement showing proof that I paid for the funeral.

_____ I do not want to be reimbursed.

Sign Name

Print Name

Date

SWORN to before me this
_____ day of _____, _____.

Notary Public for South Carolina
My Commission expires: _____

STATE OF SOUTH CAROLINA

COUNTY OF:

IN THE MATTER OF:

(Decedent)

)
)
)
)
)
)
)

IN THE PROBATE COURT

**AFFIDAVIT FOR COLLECTION OF PERSONAL PROPERTY
PURSUANT TO SMALL ESTATE PROCEEDING**

CASE NUMBER:

The undersigned states as follows:

1. Decedent's Information:

Full Legal Name
(include all known names): _____
Date of Birth: _____
Date of Death: _____
Age at date of Death: _____

2. Decedent was domiciled in this county at date of death:

Address: County State: South Carolina.

Decedent was not domiciled in **South Carolina**, but probate property of Decedent was located in this county at date of death at:

Address: County State: South Carolina

If the above address is the address of a nursing home, prison, or other residential facility, please give the last address of the Decedent prior to entering the facility:

3. More than thirty (30) days have passed since the Decedent's death.

4. No Application or Petition for the appointment of a Personal Representative is pending or has been granted in any jurisdiction.

5. This affidavit is pursuant to SCPC 62-3-1201. The successor(s) named herein is/are entitled to the payment of any sums of money due and owing to the Decedent, and to the delivery of all probate tangible personal property belonging to the Decedent and in the possession of another, and to the delivery of all instruments evidencing a debt, obligation, stock, or chose in action belonging to the Decedent in the following proportions. Names and addresses of the Decedent's successors (Example: heirs or devisees) are:

Name of Successor*	Year of Birth	Address	Relationship	Percentage Interest/ Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

See attached sheets for additional successors (check if applicable)

(*For this purpose, successors include any person(s) who has/have paid reasonable funeral expenses; attach proof of payment.)

6. The value of the entire probate estate wherever located, less liens and encumbrances, does not exceed Twenty-Five Thousand Dollars (\$25,000.00) and does not include any interest in real property as indicated below:

Bank account	\$	Bank Name:		Type of Account:	
Stock	\$	Company Name:		# of shares:	
Unclaimed Property	\$	From:			
Motor Vehicle :	\$	VIN:	YR/MAKE:	MODEL:	
Mobile Home:	\$	VIN:	YR/MAKE:	MODEL:	
Boat/Motor/Trailer:	\$	VIN:	YR/MAKE:	MODEL:	
Life Insurance to estate:	\$	Company Name:			
Other Property (specify):	\$				

LIENS/ENCUMBRANCES against above assets (attach proof of encumbrance): \$ _____

See attached sheet for additional assets/ encumbrances (check if applicable)

VERIFICATION

The undersigned, being sworn, states: That the facts set forth in the foregoing statements are true to the best of the undersigned's knowledge, information and belief; and the undersigned hereby submits to the Court's jurisdiction in this matter.

SWORN to before me this _____ day of _____, 20____ Affiant Signature: _____
 _____, 20____ Print Name: _____
 Address: _____

 Notary Public for South Carolina Telephone (Work): _____
 My Commission Expires: _____ (Home): _____
 (Cell): _____
 E-mail: _____
 Relationship to Decedent/Estate: _____

ORDER FOR PAYMENT OR DELIVERY

It appears from the foregoing affidavit, the original of which is on file with the Probate Court of this county, that payment or delivery of the property described herein should be made as follows:

Name of Successor(s)	Address	Relationship	Percentage Interest/ Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Upon issuance of this Order, this matter is hereby closed. IT IS SO ORDERED this _____ day of _____, 20____.

 _____, Probate Court Judge

Note: No person who may act in reliance on this affidavit shall incur any liability to the estate of the Decedent.