

**Application to Relieve Estate from Administration  
(a.k.a. Release of Assets)  
Revised 10 /2022**

**CLERKS ARE NOT PERMITTED TO PROVIDE LEGAL ADVICE**

**Filing Fees:** \$100 – Release Only (No Will or Publication)  
\$135- Release/No Will/With Publication  
\$130 – Release with Will  
\$165 – Release with Will AND Publication  
\$4 – Each additional certified copy of Judgment Entry

**NO PERSONAL CHECKS ACCEPTED.**

**General Guidelines\*\* These do not apply in all situations\*\***

Hearing & Publication for DOD's (dates of death) less than 6 months when there is a Surviving Spouse AND assets exceed \$47,000 for creditors. (Spousal allowance is \$40,000 plus up to \$7,000 for the funeral)

Hearing & Publication for DOD's less than 6 months when there is NO surviving spouse and assets exceed the funeral bill or \$7,000 max reimbursement of funeral expenses.

- ❖ **Assets up to \$100,000 for dates of death on or after 3/18/1999**  
When a Surviving Spouse receives an entire estate
- ❖ **Assets up to \$85,000 for dates of death on 9/14/1993 to 3/17/1999**  
When a Surviving Spouse receives the entire estate
- ❖ **Assets up to \$35,000 for dates of death on or after 11/9/1994**
- ❖ **Link to Cuyahoga County Probate Court Forms**  
<https://probate.cuyahogacounty.us/formslist.aspx>

**Bring the following documents: (These documents are required for ALL Release of Assets applications, when applicable)**

1. **A completed Application to Relieve the Estate from Administration (Form 5.0).** <https://probate.cuyahogacounty.us/pdf/ra/05.0.pdf>
  - Or located at <https://probate.cuyahogacounty.us/formslist.aspx> Go under the Release of Assets Forms. Forms are listed in order by form number.
  - **The Judgment Entry releasing funds must be completed with the included assets and the names of the party(ies) receiving a distribution under the will or under the law.**
2. Certified or photocopy of Decedent's Death Certificate
3. Decedent's **Original Will** (if applicable) **\*\* If there is a will, you must also complete form 2.0 – Application to Probate Will.** Located at <https://probate.cuyahogacounty.us/pdf/ra/05.0.pdf> . Or go under Forms tab and then under the Estates dropdown. Forms are listed in order by form number.

**SEE REVERSE SIDE**

4. Names and complete addresses of Decedent's Next of Kin - to be written on Form 1.0. (Next of Kin form). <https://probate.cuyahogacounty.us/pdf/est/O1.0.pdf>  
This is included in the Application to Relieve Estate from Administration form packet and the Next of Kin form is 2 pages in length. If there is no will, leave the beneficiary page blank, but sign the bottom of the form.
  - If a will is being probated, you must list the names and complete addresses of anyone named in the will to inherit on the 2<sup>nd</sup> page of the 1.0 Next of Kin form.
5. Paid in full, **itemized**, funeral bill showing a zero balance or Funeral Director's Waiver
6. Paid Receipt of Cemetery expenses, or proof of obligation to pay for: (Effective 10/20/1999)
  - a. Purchase of place of interment
  - b. Monuments or other markers
  - c. Outer burial container
  - d. Cost of opening and closing the place of interment
7. List of all outstanding debts of the Decedent and receipts for any debts paid after death.

### **Documents Verifying Personal Property/Assets**

1. For Real Estate (real property) to be transferred, a copy of the Deed(s) is/are required (when the asset is real estate/real property). This can be found at <https://cuyahoga.oh.publicsearch.us/>  
- The deed can also be obtained from the Cuyahoga County Recorder's Office @ 2079 E. 9<sup>th</sup> Street, Cleveland, OH – phone (216) 443-7010 or the Recorders Office web page at <https://recorder.cuyahogacounty.us/>  
***\*You must also include a completed form 12.1 – Certificate of Transfer Entry when doing real estate/real property transfer\*\*.***  
Located at <https://probate.cuyahogacounty.us/pdf/est/12.0.pdf> . AND <https://probate.cuyahogacounty.us/pdf/est/12.1.pdf>
2. Valuation of property from decedents year of death. (A tax bill from year of death of decedent can be used– can be obtained from the Cuyahoga County Recorder's office/website. <https://myplace.cuyahogacounty.us/>
3. Bank Account - Statement(s) displaying decedent name and account number(s) and date of death balance(s).
4. Certificates of Deposits (CD's)
5. Car/Motorcycle Title or Registration for vehicle.
6. Vehicles to be transferred – must include a Kelly Blue Book <https://www.kbb.com/> or Nada <https://www.nada.com/> printout of value.
7. Stock Certificate(s)
8. Savings Bond(s)
9. Uncashed Check(s) payable to the Decedent or their Estate
10. Wages due to the Decedent (letter from employer)
11. Unclaimed Funds Statement with Property ID number(s) and balance.
  - <https://com.ohio.gov/divisions-and-programs/unclaimed-funds/unclaimed-funds>