

**Sumner County Chancery Court
Clerk & Master's Office
100 Public Square, Room 400
Gallatin, TN 37066**

Petition For Small Estate Limited Letter Of Authority

Decedent must have lived in Sumner County for a minimum of six months.

Total Estate Value must be under \$50,000.00 (Excludes Real Property). **If there is ANY real property to be transferred out of the decedent's name, YOU ARE NOT ALLOWED to file a small estate. (land, house and/or condo)**

Original Will **must** be filed with the petition. **The Will is NOT being probated.** It **must** be filed into Court to support the petition. A copy of the death certificate **must** also be filed with the petition.

There is a 45-day waiting period from the date of death for a small estate to be heard before the Court. You may request for the waiting period to be waived for good cause. Please submit a typed or handwritten letter outlining the specific needs/reasons for the 45-days to be waived. The Clerk & Master will determine if the waiting period will be waived after reviewing request.

All heirs **must** be listed on the petition. **Complete mailing addresses must be included.** A competent adult that is not an heir may be allowed to serve as the Personal Representative, if all heirs have given their consent in writing. Consents **must** be filed into Court before petition can be heard.

Limited Letters of Administration / Testamentary **must** be signed by the Personal Representative and filed with petition.

Filing fee is \$150.50 – No personal checks are accepted. Please pay with cash, money order, cashier's check, or business check, made payable to Sumner County Chancery Court. Credit/Debit cards are accepted (A fee of \$3 or 3% whichever is greater will be assessed when using a card). Sumner County Government does not benefit from this fee.

If Personal Representative(s) lives out of state, a Nonresident Fiduciary must be filed with the State of Tennessee. The Nonresident Certificate issued by the State of Tennessee **must** be filed into Court before the small estate can be heard. A copy of the application is available upon request.

**IN THE CHANCERY (PROBATE) COURT FOR SUMNER COUNTY, TENNESSEE
AT GALLATIN**

IN RE: ESTATE OF _____

DOCKET# _____

**PETITION FOR SMALL ESTATE LIMITED LETTERS OF AUTHORITY
ADMINISTRATION/TESTAMENTARY**

**Pursuant to T.C.A. § 30-4-101, et seq.
(under \$50,000.00 Excludes Real Property)**

Your Personal Representative(s), _____, would respectfully show
unto the Court as follows: (Please print)

That the deceased, age _____, died on the _____ day of _____, 20____, in _____ County,
State of _____ and that his/her last residence was in Sumner County at (List Decedent's full address):

_____ Copy of Death Certificate

_____ The Decedent left no will

_____ The Decedent left a will, which does not require administration by the Court, but recorded pursuant to
T.C.A. 30-4-103. **(ORIGINAL WILL)**

The Decedent left the following unpaid debts at the time of his/her death:
Creditor's Name and Address - (If There Are No Debts, Write "None" Below)

_____	Amount \$ _____
_____	Amount \$ _____
_____	Amount \$ _____

(Attach additional sheet if necessary)

The Decedent died owning an interest in any business and all personal property: (List all personal property
which includes cash, bank accounts, lock boxes, notes receivable, automobiles, stocks, bonds, life insurance, or
household furnishings, etc.) Do not list jointly owned property.

_____	Value (Approximately)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(Attach additional sheet if necessary)

Total Personal Estate \$ _____

List all Heirs.

The following are the names, addresses, relationship, and age of all next of kin of the deceased:

Name	Address	Relationship	Age

(Attach additional sheet if necessary)

Your Personal Representative(s) is/are willing to collect and preserve all assets of the Estate, including the removal of any personal property from a property leased by the decedent and cancellation of insurance policies that are no longer applicable due to the decedent's death.

Your Personal Representative(s) acknowledges the decedent **DID NOT** have an interest in any real property.

Your Personal Representative(s) acknowledges liability to TennCare, if applicable, to the extent of the value of the personal property.

Your Personal Representative(s) further acknowledges that the Personal Representative(s) and the sureties, if any, will automatically be discharged on the first anniversary of the signing of the Order.

Your Personal Representative(s) does hereby solemnly swear or affirm that they will honestly and faithfully execute their duties according to the law of the State of Tennessee to the best of their knowledge and ability, so help me God. Your Personal Representative(s) further evidences by signature hereto that, subject to penalty of perjury, the information contained herein is not false or misleading and the Personal Representative(s) is not prohibited from filing this a affidavit because of having been sentenced to imprisonment in a penitentiary as set forth in § 40-20-115 or otherwise. The Personal Representative(s) is aware of and mindful of all duties imposed upon him/her in T.C.A. §30-4-101 et seq.

This _____ day of _____, 20_____

Relationship to Decedent _____

Name of Personal Representative(s) _____

Address _____

Telephone Number(s) _____

Email _____

<p>_____ Signature</p> <p>State of _____</p> <p>County of _____</p> <p>Sworn to and subscribed before me, this _____ day of _____, 20_____.</p> <p>_____ Notary Public / Deputy Clerk</p> <p>My Commission Expires: _____</p>	<p>OR</p>	<p>I certify under penalty of perjury that the foregoing is true and correct.</p> <p>_____ Signature</p>
---	------------------	---

THIS MATTER IS SET TO BE HEARD ON _____ OF _____, _____ AT _____ VIA TELECONFERENCE.

**IN THE CHANCERY PROBATE COURT FOR SUMNER COUNTY,
TENNESSEE AT GALLATIN**

ESTATE OF: _____

DOCKET # _____

**LIMITED LETTERS OF ADMINISTRATION/
LIMITED LETTERS OF TESTAMENTARY**

Pursuant to T.C.A. 30-4-101, et seq.

Whereas, it appearing that the above-named deceased person left property and debts subject to administration pursuant to the above-referenced statutory provisions and _____ is hereby authorized to serve in the limited role of Personal Representative.

As such, Limited Letters of Administration/Letter Testamentary of a Small Estate are hereby issued to the above named individual being now therefore empowered to collect and preserve all assets of the estate, remove any personal property from a property leased by the decedent and cancel any insurance policies no longer applicable due to the decedents death. Said assets are limed to those itemized in the Petition, a copy of which is attached hereto. The total value of decedent's property shall not exceed \$50,000.

There is no real property at issue in this matter, and this limited letter in no way gives any authority to the personal representative to handle any real estate matters of the decedent.

Entered this _____ day _____, 20__.

MARK T. SMITH, CLERK AND MASTER

I swear that all statements in the Small Estate documents I have executed and provided are true and accurate. I do solemnly swear or affirm that I will faithfully and honestly discharge the duties imposed upon me and as required by law.

PERSONAL REPRESENTATIVE: _____

I, as Clerk, certify that these Letters are in full force and effect as of this date of issuance.

DATE: _____

CLERK: _____