

SELF-SERVICE CENTER

SMALL ESTATE AFFIDAVIT(S) OF TRANSFER

(instead of Probate)

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE AFFIDAVIT:

1. **To collect PERSONAL PROPERTY:** Take the “**Affidavit for Collection of All Personal Property**” to the person who has the personal property (cash, bank accounts, stocks and bonds, cars, jewelry, etc.) of the person who died. If you are claiming title to a motor vehicle, the motor vehicle division will transfer title to you upon payment of any required fees.

You may also present the **Affidavit** to collect a debt owed to the person who died. If you are the surviving spouse, you may **also** use the **Affidavit** to collect wages owed to the decedent, of up to \$5000.

It is not necessary to file any papers or pay any fees to the Court to use the **Affidavit to Collect Personal Property**.

2. **To claim an interest in REAL PROPERTY:** Take the following documents to the Probate Registrar at any of the Superior Court locations listed. Note that there will be a fee to file for this process. A list of current fees is available from the Self Service Center and from the Clerk of Court’s website.

- Original Probate Cover sheet. (Mark #204 for “Affidavit of Succession to Realty”).
- Original “**Affidavit for Transfer of Real Property Title**”. If the estate was previously opened, write the old probate case number on the affidavit.
- Original Will if one exists or a certified copy of the Will from the court of record.
- Certified death certificate.
- Copy of the closing statement if there was a probate in a county other than Maricopa County.

File your papers with the Probate Registrar at any of the following Superior Court locations:

PHOENIX:

Old Courthouse, 1st Floor
125 West Washington
Phoenix, AZ 85003-2205

MESA:

222 East Javelina Avenue
1st Floor
Mesa, AZ 85210-6201

NORTHWEST:

14264 West Tierra Buena Lane
Surprise, AZ 85374

NORTHEAST:

18380 North 40th Street
Phoenix, Arizona 85032

File the original **Affidavit for Transfer of Real Property Title** and the original will. If the Probate Registrar determines that your **Affidavit** is complete, the Probate Registrar will issue a certified copy of the affidavit.

You must then record the certified copy with the county recorder in the county where the real property is located.