



**COCONINO COUNTY  
CLERK OF SUPERIOR COURT  
200 N. SAN FRANCISCO ST.  
FLAGSTAFF ARIZONA 86001-4629  
VALERIE WYANT, CLERK OF SUPERIOR COURT  
ERIN MALONEY, CHIEF DEPUTY CLERK  
928-679-7600**

**RE: AFFIDAVIT FOR TRANSFER OF TITLE TO REAL PROPERTY**

Included is an Affidavit for Transfer of Title to Real Property. You will need to read through the Arizona Statute on the last two pages to make sure this form applies to your purpose.

The property must not have a value of more than **\$100,000.00** to use this form.

Complete the form and have the signature notarized. Return the Affidavit to our office with the following:

- ◆ **\$324.00** for the filing fee in the form of a money order or cashier's check if filing by mail. Cash, money order, or cashier's check may be used for payment if filing in person;
- ◆ The **Original or Certified Copy of a Death Certificate** of any person(s) who's name is on the title that you are trying to have transferred;
- ◆ A phone number where we can reach you if there is a problem;
- ◆ A self addressed stamped envelope (S.A.S.E.) with sufficient postage for returning your copies to you.

The Recorder's Office will require a certified copy of the Affidavit to start the process of transferring the title. **It is your responsibility to see that the copy is taken and/or sent to the Recorder's Office.**

Certification costs are \$30.00 plus \$0.50 per page. This Affidavit consists of three pages so the total would be **\$31.50**.

*You may include the \$31.50 in the same money order as the \$324.00 filing fee. The total fee for the filing and one certified copy is \$355.50.*

For each additional certified copy, the fee is an additional \$31.50.

If you have any questions, please feel free to call this office at (928) 679-7621.

THE SUPERIOR COURT OF COCONINO COUNTY, ARIZONA

Probate Cover Sheet

Please provide the following information. (Type or Print)

CASE NUMBER PB \_\_\_\_\_ Division \_\_\_\_\_

<p><b>DECEDENT INFORMATION</b></p> <p>_____ Last Name                      First                      MI</p> <p>_____ Date of Birth                      Date of Death</p> <p>_____ Social Security Number</p>	<p><b>PERSONAL REPRESENTATIVE INFORMATION</b></p> <p>_____ Last Name                      First                      MI</p> <p>_____ Mailing Address</p> <p>_____ City                                      State                      Zip</p> <p>_____ Telephone                                      Social Security Number</p>
<p><b>ATTORNEY INFORMATION</b></p> <p>_____ Name</p> <p>_____ Mailing Address</p> <p>_____ City                                      State                      Zip</p> <p>_____ Telephone Number                                      State Bar Number</p>	<p><b>FEES</b></p> <p>____ PAID          ____ DEFERRED          ____ WAIVED          ____ POLITICAL SUBDIVISION/GOVERNMENT AGENCY</p>

TYPE OF ACTION: Place an "X" to the ONE description below which best describes the type of case.

ESTATE

- \_\_\_\_\_ Informal Probate
- \_\_\_\_\_ Formal Probate
- \_\_\_\_\_ Affidavit of Succession to Real Property
- \_\_\_\_\_ Supervised Administration
- \_\_\_\_\_ Unsupervised Administration
- \_\_\_\_\_ Ancillary Proof of Authority
- \_\_\_\_\_ Trust Administration
- \_\_\_\_\_ Affidavit for Collection of Personal Property
- \_\_\_\_\_ Other



5. **INTEREST OF PERSON WHO DIED IN PROPERTY.** The interest of the person who died in the real property is (list how the decedent held title to the property or other interest in the property).
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
6. **VALUE OF ESTATE.** The assessed value in the estate of the person who died of all real property located in this state, including any debt secured by a lien on real property, less liens and encumbrances against the real property as of the date of the death, does not exceed \$100,000.00.
7. **SIX MONTH REQUIREMENT.** Six months have elapsed since the death, as shown in a certified copy of the death certificate attached to this affidavit.
8. **PERSONAL REPRESENTATIVE.** An application or petition for appointment of a personal representative is not pending or has not been granted in any jurisdiction OR an application has been granted but the personal representative has been discharged or more than one year has elapsed since a closing statement has been filed and the \$100,000 limit on the value of the property has not been exceeded.
9. **FUNERAL EXPENSES.** Funeral expenses, expenses of last illness, and all unsecured debts of the person who died have been paid.
10. **REASON WHY I AM ENTITLED TO THE PROPERTY.** That the persons signing the affidavit are entitled to the real property because (check the boxes that apply):
- I am the spouse of the deceased and I am claiming the allowance in lieu of homestead (\$18,000) exempt property (\$7,000) and family allowance (\$12,000). (A.R.S. 14-2401 through 14-2405)
  - There is no surviving spouse and I am the dependent or minor child of the person who died. I am claiming the allowance in lieu of homestead (\$18,000) exempt property (\$7,000), and family allowance (reasonable allowance for maintenance of family during administration of estate, generally up to one year). (A.R.S. 14-2401-03). All other dependent children of my deceased parent with equal or greater right than I have to the property, have all assigned their entire interests in the estate to me, which is proven by the copy of the document they signed to this effect that I am attaching to this affidavit or they have signed this affidavit indicating their interest in the property.
  - I am named in the will dated \_\_\_\_\_ of the person who died, the original of which is attached to this affidavit, or a certified copy of the Will which has been probated as follows (name of court and case number) \_\_\_\_\_.
  - The person who died had no will, but I am entitled to the property by law because (check one box)
    - I am the spouse of the person who died;
    - I am a child of the person who died, and there is no surviving spouse, or there is a surviving spouse but he or she is not my parent and the deceased had separate or community property;

Case No. \_\_\_\_\_

- I am the parent of the person who died, and there is no surviving child, spouse or parent;
- I am a brother or sister of the person who died, and there is no surviving spouse, child or parent.

- The person died without a will and I am the sole heir.
- The person died without a will and the people with equal or greater right than I have to the property have all assigned their entire interests in the estate to me, which is proven by the copy of the documents they signed to this effect that I am attaching to this affidavit or have signed this affidavit indicating their interest in the property.
- The person died and left a valid will giving the entire estate to me.
- The person died and left a valid will and the people with equal or greater right than I have to the property have all assigned their entire interests in the estate to me, which is proven by the copy of the documents they signed to this effect that I am attaching to this affidavit or have signed this affidavit indicating their interest in the property.

11. **OTHER PERSONS.** No other person has a right to the interest of the decedent in the described property.

12. **TAXES.** No federal or Arizona estate tax is due on the person who died estate.

### OATH OR AFFIRMATION

The contents of this document are true and correct under penalty of perjury.

\_\_\_\_\_  
Signature of Person Making Affidavit \_\_\_\_\_ Date

\_\_\_\_\_  
Printed Name

Signed and Sworn to or Affirmed before me this date: \_\_\_\_\_ Date

(Seal/My Commission Expires)

\_\_\_\_\_  
Deputy Clerk of Court or Notary Public