

Certificate of Transfer Only

Requirements

The decedent must have been a resident of Portage County, Ohio at the time of death, or owned real estate in Portage County.

The date of death must be more than 6 months prior to the date of filing.

Real estate must be the only asset in the estate.

Initial Filing

Read all 3 options below to assure you have the correct paperwork for the situation.

Decedent died with a Will:

- The **original** Last Will and Testament of decedent
- Application to Probate Will (Form 2.0)
- Entry Admitting Will to Probate (Form 2.3)
- Waiver of Notice of Probate of Will (Form 2.1) *If applicable*
- Certificate of Service of Notice of Probate of Will (Form 2.4) *If applicable*
 - o This can be filed with the initial filing if everyone on the front and back of the form 1.0 waives notice. If they are to be served notice, then you must wait until you have proof of service before filing this.
- Photocopy of the death certificate – with the social security number marked out
- Application for Certificate of Transfer (Form 12.0)
- Certificate of Transfer (Form 12.1)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - o If there is Surviving Spouse, make sure a box at the bottom of the form is marked
- For dates of death prior to January 1, 2013, a form ET 22 is required.

Note: A Certificate of Service of Notice of Probate of Will must be filed before a Certificate of Transfer may be issued in this type of action.

Decedent died without a Will:

- Photocopy of the death certificate – with the social security number marked out
- Application for Certificate of Transfer (Form 12.0)
- Certificate of Transfer (Form 12.1)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - o If there is Surviving Spouse, make sure a box at the bottom of the form is marked
- For dates of death prior to January 1, 2013, a form ET 22 is required

Decedent died with a Will that was admitted to Probate outside of this Court:

- Authenticated copies
 - o Decedent's Will and the Entry Admitting Will to Probate Court **must** be provided
 - o The documents must be authenticated from the court where the will was admitted to probate
- Photocopy of the death certificate – with the social security number marked out
- Application for Certificate of Transfer (Form 12.0)
- Certificate of Transfer (Form 12.1)
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)
 - o If there is Surviving Spouse, make sure a box at the bottom of the form is marked
- For dates of death prior to January 1, 2013, a form ET 22 is required