

**Application to Relieve Estate From Administration  
(a.k.a. Release of Assets)**

Revised 1/2016

- 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**

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)

- ❖ **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**

When there is NO Surviving Spouse or Spouse is NOT the sole heir at law or under a will:

**Bring the following documents: (These documents are required for ALL release applications)**

1. Certified or copy of Decedent's Death Certificate
2. Decedent's Original Will
3. Names and addresses of Decedent's Next of Kin (Form 1.0)
4. Paid in full funeral bill showing a zero balance or Funeral Director's Wavier
5. 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
6. List of all outstanding debts of the Decedent and receipts for any debts paid after death
7. For Cuyahoga County property ONLY to be transferred, Deed(s) (Recorders Office) and a letter of Valuation (Auditor's Office), located in the Cuyahoga County Administration Building on E. 9<sup>th</sup> Street
8. File the Ohio State Tax Return for Decedent's property in Cuyahoga County on dates of death BEFORE 1/1/2013

**Documents Verifying Personal Property**

1. Bank Book(s)/Statement(s) with account number(s) and date of death balance(s).
2. Certificates of Deposits (CD's)
3. Car Title(s)
4. Stock Certificate(s)
5. Savings Bond(s)
6. Uncashed Check(s) payable to the Decedent or their Estate
7. Wages due the Decedent (letter from employer)
8. Unclaimed Funds Statement with Property ID number(s) and balance.