Clerk of hampshire county commission

eric w. strite, clerk

**Telephone (304) 822-5112**

**Attn: Debbie Fax (304) 822-4039**

* **Schedule appointment**
* **Documents needed: Original will, death certificate, photo id**
* **Information needed: Beneficiary/heir names and complete mailing addresses**

In order to get appointed as Personal Representative of a decedent’s estate, ***our office will call you to schedule an appointment*** and bring the following information with you to the Hampshire County Clerk’s Office. Currently, only the person who will be executor/administrator will be waited on. Anyone accompanying you will be asked to wait in the car.

1. Present the **original will** (if any) to the Clerk. If probated in another state, you must obtain an exemplified copy (triple seal), not an attested copy. **If there is no will, bring someone in with you that owns real estate in Hampshire County because you will need to be bonded.  If you are an out of state resident, you will need to be bonded through a bonding or insurance company. There is an additional fee for an insurance bond.**
2. Must have a copy of the **death certificate**.
3. Have a list of all **beneficiaries/heirs and their complete mailing addresses**.
4. **Picture ID**
5. Once all of this information is provided to the Probate Office, you will need to sign papers to appoint you as Personal Representative. The fee for qualification is normally between forty and seventy dollars. We accept cash or check.
6. Keep track of all money coming in and going out that has to do with the estate. Example: medical bills, funeral bill, the cost to open the estate at the county clerk's office, refunds, and etc. This will have to be known at final settlement.
7. Personal representative is to return the **appraisement form** to the Clerk's office within 90 days (form supplied by the Clerk).
8. Personal representative should mail a copy of the appraisement form to each beneficiary/heir.
9. A "Notice of Administration" will be placed in the newspaper and a copy of this notice will be given to the personal representative of this estate. The Clerk's office will place the ad. The personal representative is to deliver by mail a copy of this notice to all beneficiaries, heirs and known creditors. The personal representative will have their signature notarized on the affidavit of mailing notice, which is to be returned to the Clerk’s office.
10. A 60-day waiting period from the first date of publication of this notice must expire. After the 60-day waiting period, the personal representative may submit his/her final accounting report or waiver.
11. The Clerk will hold final accounting or waiver for 10 days for any objections. If no objections are received, the County Commissioners may confirm the report at their next meeting occurring on the fourth Tuesday of each month and the estate is closed.

Recording Fees: Will $12.00

 Qualify $12.00

 Bond $12.00

 Letter of Administration $ 2.50 (first letter is free)

 Fiduciary Advertisement $20.00

 Appraisement $12.00

 Settlement $12.00

Estate Information Form

**Appointment Required-*We will contact you to set up appointment.***

**Required documents**: Original Will & Death Certificate & Photo ID

**Does the decedent have a will?** Yes or No\*

\* **If there is no will and you are a resident of West Virginia, bring someone in with you that owns real estate in Hampshire County because you will need to be bonded. If you can’t find a Hampshire County resident to use their land as collateral, you will need to be bonded through a bonding or insurance company.  If you are an out-of state resident, you will need to be bonded through a bonding or insurance company. There is an additional fee for an insurance bond. Cookman Insurance (304-822-3564) and Evans Insurance (304-822-3019) both do estate bonding, you will need an appointment, there is a fee (contact insurance agent) and the insurance agent will have to sign paperwork at the Clerk’s Office.**

Decedent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Death: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estate Value: Real Estate $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <http://www.hampshireassessor.com/>

 Personal Property $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (cars, bank accounts, etc.)

*Executor/Administrator Information*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Attorney representing the Estate*

Please note: The Clerk of the Hampshire County Commission and/or his office staff are not attorneys and are not able to render legal advice or legal opinions in this or any other matter.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heirs/Beneficiary Information (List additional beneficiaries/heirs on back if needed.)

* Everyone named in the Last Will & Testament as a beneficiary must be listed.
* If there is not a Last Will & Testament, either the spouse or the step-parent and decedent’s children (heirs) must be listed. If unsure, list each person along with their relationship to the decedent.

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to decedent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to decedent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to decedent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to decedent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Return form, original will, death certificate, real estate form (next page) and photo id to our office:*

Mail- Hampshire County Clerk, PO Box 806, Romney, WV 26757 *or*

Email- estrite@hampshirewv.com, or domps@hampshirewv.com

Fax- 304-822-4039

Questions? Call 304-822-5112

**WE WILL CONTACT YOU TO SET UP APPOINTMENT.**

***Real Estate Owned***

Did the decedent own real estate? Yes or No

If yes, please fill in the information below to ensure that the Assessor’s Office and Treasurer’s Office have the correct information for the current and/or new owner of any real estate owned by the decedent. ***Tax bills will be sent to the name and address of the person listed below.***

Legal Description of Property (acreage, lot number, subdivision, district):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Responsible Party for Tax Bills*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Revised 5/13/2021