

## Overview – Filing an Inventory

### **General Information:**

New Hampshire law (See RSA 554:1) requires that the Executor/Administrator file an Inventory with the court within 90 days after appointment.

The Inventory of Fiduciary form is required to show the court the details of the decedent's assets that were owned by the decedent (in the decedent's name only) at the time of death.

It should contain an itemization of real estate and personal properties and their fair market values. You need not have an appraiser, unless ordered by the Court and the amounts need not be exact. If it is later determined that the fair market value that you indicated on the Inventory was significantly higher or lower than the true fair market value, you can correct this by filing an Amended Inventory or you may correct the value when you file the Accounting, or, if the estate qualifies, in the Summary Administration.

You should try to be as accurate as possible because the total value of the decedent's property could affect the bond that the court has already set.

Be sure to save a copy of the Inventory filed because you will need the values from this to complete the first Accounting.

### **Assets to Include in the Inventory:**

#### **Real Estate:**

- Address: Street, Town/City, Postal code and County
- Book and Page numbers from Registry of Deeds
- Estimated Value: town tax records may be used as an estimate

#### **Personal Property:**

- Vehicles – with VIN Numbers – value may come from Kelly Blue Book or equivalent
- Investment accounts – Name of Institution and last 4 digits of the account number, and a copy of the account statement as of the decedent's date of death.
- Insurance policies – Name of insurance company and amount.
- Pension funds – Name and address of the organization and last 4 digits of the account number, copy of statement as of date of death
- Bank accounts – Name and address of Institution and last 4 digits of the account number, copy of statement as of date of death
- Personal valuables – such as: Jewelry, collections, home furnishings, household goods (personal clothing, items of no re-sale or only sentimental value need not be inventoried.)

### **Other Details:**

All values will be as of the date of the decedent's death.

Jointly held property should not be listed.

Value may be determined by different sources such as Kelly blue book for vehicles, tax information, appraisal (recommended for items of high value – jewelry, antiques) or bank statements

**Other Helpful Resources:**

RSA:

RSA 554:1

Form(s):

Inventory of Fiduciary (**NHJB- 2125-Pe**)

Executor's/Administrator's Accounting (**NHJB-2117-Pe**)

Motion for Summary Administration (**NHJB-2149-Pe**)

Administering an Estate Booklet

Glossary of Terms

What to Expect:

After Inventory

**For further information:**

If you have questions, please contact the Information Center at 1-855-212-1234.