

YAVAPAI COUNTY
Self-Service Center

INSTRUCTIONS: AFFIDAVIT FOR COLLECTION OF PERSONAL PROPERTY

The Affidavit is used only to collect a deceased person's **personal property**. This method of collection/transfer cannot be used until **30 days** after the death of the person, and is available **only** if the equity in all the deceased person's personal property located in this state does not exceed \$200,000 at the date of death.

Any person(s) entitled to the personal property in question, may execute (sign) the Affidavit on his or her own behalf (see especially ARS §14-3971 (B)). The signature of each person signing the Affidavit must be notarized. When you execute the Affidavit for Collection of Personal Property, you may be required to show or provide a certified copy of the death certificate to the person or agency holding the property. If an attorney is acting on your behalf, he or she must be licensed to practice law in Arizona.

READ THROUGH THE AFFIDAVIT COMPLETELY.

In completing the Affidavit, be specific as to the information that pertains to your circumstances. TYPE OR PRINT IN BLACK INK.

- #1 - Fill in name of deceased and date of death.
- #2 - Provide description of your relationship to the person who died with enough detail to enable the reader to determine right of succession if necessary.
- #3 - Read each choice carefully and mark the appropriate box **(one only)**.
- #4 - Mark the appropriate box. If you check the box that says the person died without a will (intestate), mark the one box under that selection that applies.
- #5 - Provide name, relationship to decedent, and relationship to you of any other person who may have a right to the deceased person's personal property.
- #6 - Read all choices carefully. Check the **one box** that applies.
- #7- This statement must be true or you cannot use this Affidavit.
- #8- Give complete legal description of vehicle/account/or asset. More than one vehicle or account may be included in a single affidavit, although it is **recommended** that a separate affidavit be used for each asset.
- #9- List all debts that decedent was entitled to collect. More than one debt may be included in a single affidavit, although it is **recommended** that a separate affidavit be used for each debt (unless it is owed by the same person or agency).
- #10- Must be true or you cannot use this Affidavit.

The Affidavit **MUST** be signed before a notary. **IF** more than one person is executing (signing) the Affidavit, each signature must be notarized. You may add additional signature and notary lines to the Affidavit.

Make a copy of each Affidavit for your records. Take an original Affidavit to each person or agency from whom you are collecting the personal property.

If you want or need to record an Affidavit, take the original to the **Yavapai County Recorder** office located at 1015 Fair Street, Prescott Arizona. Business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You may call that office at (928)771-3244 for additional information.