Clerk of the Circuit and County Courts
Orange County • Florida

Probate Division

Disposition Form

Dear Sir or Madam:

Please find the attached copy of the Verified Statement for Disposition of Personal Property without Administration. Please complete this form, have it notarized and sealed, and return it to the address shown or appear in person and sign in front of a Deputy Clerk.

The estate consists only of personal property exempt under Section 732.402 of the Florida Statutes, personal property exempt from the claims of creditors under the constitution of the State of Florida and preferred funeral expenses.

We will begin processing your request for Disposition of Personal Property without Administration upon receipt of the following documents.

1. Completed and notarized (with notary seal) Verified Statement.
2. Copies of funeral bill or receipt showing funeral expenses have been paid in full by the person petitioning. Or copy of funeral bill showing balance due, if applicable.
3. Copy of the asset. (i.e. copy bank statement, insurance policy, stock certificate, check, vehicle registration and blue book value).
4. Copy of the death certificate showing decedent's residence is in Orange County.
5. Original Will, if applicable.
6. Completed Consent to Disposition of Personal Property form if applicable. (A Consent Form must be completed if the funeral and burial expenses were paid by a person other than Petitioner).

The fee to file a Disposition of Personal Property without Administration is $231.00 plus $6.00 for each Authorization prepared by the clerk for each fiduciary that needs to release assets. Accepted forms of payment include cash, money order, cashier's check, personal and business checks (no starter or temporary checks accepted) and all major credit cards (credit card only accepted when present in office; a $3.50 surcharge applies to all credit card transactions.) Make checks payable to Orange County Clerk of Courts.

For further information, please contact our office at (407) 836-2000 or visit our website.

Thank you,

Clerk of the Circuit Court