

Instructions for completing
Inventory of Fiduciary
(NHJB-2125-P)

Form use.

This form is used to show the court the details of the assets of an estate, whether for an estate administration, guardianship, conservatorship or trust. It should contain an itemization of real and personal properties and their values.

Top part of form

- COURT NAME:** Enter the name of the circuit court where the document will be filed. (example: 4th Circuit Court-Probate Division-Laconia; 10th Circuit Court-Probate Division-Brentwood).
- CASE NAME:** Enter the name of the deceased or the ward. (example: Estate of John Adams; Guardianship of Susan Jones).
- CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.
- Under the form title:**
Check off whether you are an Executor/Administrator (the fiduciary in an estate), Guardian/Conservator (the fiduciary in a guardianship or conservatorship) or a trustee (the fiduciary in a trust).

Check off one of the boxes to indicate whether this inventory is the ORIGINAL one filed with the court or if it is an AMENDED inventory which replaces one previously filed. If it is an amended inventory, attach a written explanation of what has changed on the inventory.

Numbered part of form

1. **Fiduciary name** is the name of the executor, administrator, trustee, guardian or conservator for this case. Enter that person's name on the line provided and If there is more than one fiduciary, enter the second name in the space provided.
2. If you have an **attorney** assisting you (as the fiduciary) with this case, enter that attorney's name. (This attorney is not the attorney for the ward in guardianship or conservatorship cases.) Also enter the NH Bar Identification Number for that attorney.
3. Enter the **amount of the bond ordered by the court** and shown in the "order" portion of either the Petition for Estate Administration, Petition for Trustee, or Petition for Guardian of Minor or Guardianship Order.
4. These questions must be answered **ONLY** if you are processing the **estate of a deceased person**. **Check off one box – yes or no** – to answer each question. The first question applies if you have an attorney: have you discussed with your attorney how much your attorney will be paid? The second question is asking whether you as fiduciary plan to take a fee for your role as fiduciary.

5. Estate summary section

A. **TOTAL VALUE OF REAL ESTATE.**

If this Inventory is for a deceased's estate: On the blank line to the right, enter the total value of all real estate itemized and identified in Attachment A, which will be attached to the Inventory when filed with the court. The attachment will include all real estate owned by the deceased or ward and solely in the deceased's name or property owned as tenants in common. Value shall be as of the date of death. Jointly held property should not be listed.

If this Inventory is for a guardianship, conservatorship or trust. On the blank line to the right, enter the total value of all real estate itemized and identified in Attachment A, which will be attached to the Inventory when filed with the court. The attachment will include all real estate owned by the ward or a trust and solely in the ward's or trust's name, property owned as tenants in common and jointly held property.

For all inventories. The following detail should be included for each piece of real estate:

- the street address and city or town where the real estate is located;
- the county where the deed is recorded at the Registry of Deeds;
- that Registry of Deeds book and page number for the deed
- the value for each piece of property listed. For deceased's estate, value is as of the date of death. For guardianships, conservatorships and trusts, value is as of the date of the appointment of the guardian, conservator or trustee.

B. **TOTAL VALUE OF PERSONAL ESTATE.** On the blank line to the right, enter the total value of the personal estate. This total is taken from the second page (just above #7) in the section entitled "TOTAL VALUE OF PERSONAL ESTATE." If this form is being completed using ADOBE READER, the software will copy the total from #6 to this section.

C. **TOTAL VALUE OF ENTIRE ESTATE.** Add together the amounts shown for A and B and on the blank line to the right, enter the total value of the whole estate. If this form is being completed using ADOBE READER, the software will do this calculation for you.

6. Personal Estate Detail Section

A. **CASH ON HAND.** Enter the amount of deceased's or ward's cash being held by the fiduciary.

B.-H. **ALL OTHER CATEGORIES.** For each of the categories listed on the Inventory form, do the following:

1. Enter the total value of that type property on the line provided on the Inventory form;
2. Attach a sheet of paper and list each asset giving the detailed information specified for each category on the Inventory form;
3. Mark each list as Attachment B, C, D, etc. as directed on the Inventory form.
4. Multiple attachments may be listed on the same piece of paper.

TOTAL VALUE OF PERSONAL ESTATE. Add all totals entered in the Personal Estate section from Cash on Hand through Attachment H. Enter the total on the line provided at the end of #6 on the second page. Copy that total to page 1, line 5B of the Estate Summary. If this form is being completed using ADOBE READER, the software will do this calculation for you.

7. Check off the appropriate box that fiduciary used to determine the value of the inventory. Additional lines are for further explanation.

8. Signature section for fiduciary

In the paragraph, enter the fiduciary's name on the first blank line followed by the deceased's or ward's name on the second blank line.

Fiduciary signature section is for the fiduciary to complete. In it the fiduciary is swearing that the information contained in the inventory is true and correct to the best of his/her knowledge and if he/she becomes aware of additional assets, he or she will amend the Inventory.

The fiduciary should check off the box that certifies how the document was provided to the other parties in the case. Fiduciary should sign the form on the **Fiduciary** signature line and enter the date the Inventory was signed on the space to the left.

Review the completed form for accuracy prior to filing it with the court. If completing this form on-line, some fields may be filled in automatically based on entries in other fields. If more space is needed for any question, please attach additional sheets of paper.