

Instructions for completing
Return/Notice of Sale
(NHJB-2126-P)

Form use. This form must be filed whenever the executor, administrator, guardian or conservator sells real estate, or timber and wood, whether by a license to sell issued by the court or by consent of the heirs on a fiduciary deed.

If sale is by license issued by the court, it must be filed within one year of the sale. If sale is by consent of the heirs, it must be filed within 30 days following receipt of the proceeds of the sale. (See Probate Court Rules 106-B and 107.)

Top part of form

- COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).
- CASE NAME:** Enter the name of the deceased (example: Estate of John Adams; Estate 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, enter the **Property location** as it was listed in the Inventory (NHJB-2125-P). On the next line, enter the **County** name for the Registry of Deeds where the deed is filed, and that county's **book** and **page** number of the deed.**

Main part of form

IMPORTANT: Complete only one section on the form, either the Public Sale or Private Sale, based on how the property was sold.

Public Sale. On the first line, enter the name of the executor, administrator, guardian or conservator completing the form.

- a. When property is sold at public auction, notice of the auction must be posted in two public places in the town where the property is located and also advertised in a newspaper. In the first and second lines, enter those specific locations (ex: Smithville General Store and Jones Public Library). Next enter the town where those public places are located. On the next appropriate blank lines, enter the name of the newspaper where the advertisement appeared, followed by the name of the town where the newspaper is circulated.
- b. This next section gives details of the sale. On the first blank line, enter the date of the sale. On the next line, enter the name of the person buying the property and on the last line, enter the total amount the property was sold for and the net proceeds from the sale.
- c. In this question, select the one box that applies. If real estate was sold, check off the first box to show that a deed was processed. If timber and wood was sold, check off the box to show that you created a bill of sale or other document as proof of the sale.

Signature section

Sign the form on the **SIGNATURE** line and date it in the appropriate space to the left. **This form must be signed in the presence of a Notary Public or Justice of the Peace.** They would complete the section immediately following your signature.

Private Sale. On the first line, enter the name of the executor, administrator, guardian or conservator completing the form.

- a. This next section gives details of the sale. On the first blank line, enter the date of the sale. On the next line, enter the name of the person buying the property and that person's relationship to the deceased, ward or fiduciary. On the last line, enter the total amount the property was sold for and the net proceeds of the sale.
- b. In this question, select the one box that applies. If real estate was sold, check off the first box to show that a deed was processed. If timber and wood was sold, check off the box to show that you created a bill or sale or other document as proof of the sale.

Signature section

Sign the form on the **SIGNATURE** line and date it in the appropriate space to the left. **This form must be signed in the presence of a Notary Public or Justice of the Peace.** They would complete the section immediately following your signature.

The judge will approve the form once the document is filed with the court and reviewed in detail.

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.