

Instructions for completing  
**Waiver of Full Administration Affidavit**  
(NHJB-2144-P)

Form use. This form is only used to complete the Waiver of Administration process in an estate. The form must be filed between 6 and 12 months after the executor or administrator was appointed.

Top part of form

- COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: 1<sup>st</sup> Circuit Court-Probate Division-Lancaster, 4<sup>th</sup> Circuit Court-Probate Division-Laconia).
- 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.

Main part of form

In the first sentence, enter the name of the appointed executor or administrator (fiduciary) of the estate. On the second blank line, enter the date the executor or administrator was appointed by the court. This date is located on the Certificate of Appointment previously issued by the court.

1. Read the statement to verify that it applies to the estate you are handling.
2. Read the statement to verify that it applies to the estate you are handling.
3. If the deceased left real estate, on the first blank line, enter the name of the person to whom the real estate has passed. In the next section, enter the following: under "Location of Real Estate", the street address and city or town where the real estate is located; under "County Registry of Deeds", the county where the deed is recorded at the Registry of Deeds; and that Registry of Deeds book and page number for the deed.
4. If there is real estate listed in #3, enter either the city (after "Assessor of the City of") or town ("after "Selectmen of the Town of") where the real estate is located. If there is real estate, you must send a copy of the form to the City Assessor or Town Selectmen where the real estate is located.

Signature section

Sign the form on the **SIGNATURE** line, and date it in the appropriate space to the left. Enter your telephone number and complete mailing address including zip code on the lines provided. **This form must be signed in the presence of a Notary Public or Justice of the Peace** who will complete the section immediately following your signature.

Order

This section will be completed by the judge once the document is filed with the court and reviewed in detail by the judge.

**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.**