

Instructions for completing  
**Notice to Towns and Cities Pursuant to RSA 554:18-a**  
(NHJB-2142-P)

**Form use.** This form is required to notify towns and cities when the deceased's property is passed to someone else through inheritance or conditions of a will. The form must be filed with both the town/city where the property is located and the probate court, prior to filing the final account.

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.

Main part of form

1. Enter the deceased's name, date of death as it appears on the death certificate, and the city/town of their last legal residence.
2. Fill in the street address and the city/town of the real estate to be transferred.
3. List the person or persons who now own the real estate listed in #2 above. Also list each person's complete mailing address including zip code.
4. This question is to identify in which registry of deeds the deed for the property is filed. Enter the county name where the deed is recorded, and that county's volume or book number and page number of the deed.
5. Enter either the city(after "Assessor of the City of") or town ("after "Selectmen of the Town of") where the real estate is located.

Signature section

Sign the form on the **FIDUCIARY SIGNATURE** line, and date it in the appropriate space to the left. If there are two people named as fiduciaries, both people must sign and date the form.

**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.**