

# PETITION OF PERSONAL REPRESENTATIVE FOR LEAVE TO SELL PROPERTY

## INSTRUCTIONS

### I. Specific Instructions

1. This form is to be used when a personal representative petitions for leave to sell real or personal property pursuant to O.C.G.A. § 53-8-13, or when a temporary administrator petitions to show good cause for being granted leave to sell real or personal property pursuant to O.C.G.A. § 53-8-10 (b).
2. If the petition is by a temporary administrator, this form should be altered as follows: The term “temporary administrator” should be placed wherever the term “personal representative” or “administrator” appears throughout the entire form. Also, if the form is used for a temporary administrator, the final order may need to be amended, especially if the original order of appointment did not give the power to sell property.
3. With regard to paragraph 6 of the petition, a recent appraisal should be used if available; otherwise, a copy of the most recent ad valorem tax statement should be provided. If the appraised value or tax value is higher than the selling price, explain the discrepancy on an additional sheet and add a reference to this in paragraph 4 of the petition. In addition, if there is a sales contract, a copy of the contract should be attached as an exhibit and labeled appropriately.
4. In the event the assets are to be distributed according to a will, only the beneficiaries need to be listed in paragraph 2. In the event the decedent died intestate (without a will), paragraph 3 requires that a definitive statement be made to show to the court that the persons named in paragraph 2 constitute all of the heirs of the decedent and that there are no heirs of the same or closer degree according to O.C.G.A. § 53-2-1. Provide the date of death for any deceased heirs. The personal representative of a deceased heir is authorized to consent on behalf of that heir. *[If you are uncertain how to determine the heirs of a decedent, refer to the “Heirs Determination Worksheet” available from the probate court or at [www.gaprobate.gov](http://www.gaprobate.gov).]* Examples of such statement would be: (a) “Decedent was or was not married at the time of his death and had no children born, adopted, living, or deceased, other than listed herein”; (b) “Decedent had no other siblings half or whole other than those listed herein”; and (c) “Decedent’s brother who died previously had no other children born, adopted, living, or deceased, other than listed herein.”
5. Signatures of heirs or beneficiaries who acknowledge service must be sworn to before a notary public or the clerk of any probate court of this State. An attorney at law may acknowledge service on behalf of an heir or beneficiary; however, the attorney must certify that he or she currently represents that heir or beneficiary with regard to the pending matter and, in order to comply with O.C.G.A. § 53-11-6, the attorney’s signature must be sworn to as provided above. With regard to a power of attorney, the attorney-in-fact may acknowledge service on behalf of the grantor of the power, provided that the power of attorney grants such authority, the

signature of the attorney-in-fact is attested, a copy of the power of attorney is attached, and the attorney-in-fact certifies that the copy is a true copy and is still in effect. It is not necessary that all acknowledgments appear on the same page.

6. O.C.G.A. § 53-11-2 provides that a party to a probate proceeding who is not sui juris must be represented by a guardian provided that the Court may appoint a guardian ad litem or determine that the natural guardian, guardian, conservator, or testamentary guardian has no conflict and may serve. When a party to a proceeding in the probate court is a deceased heir whose estate has no personal representative, such post deceased heir's estate may be represented in the proceeding by a guardian. If a guardian ad litem is necessary because a party is not sui juris, use GPCSF Supplement 1.
7. The service of this petition is in accordance with Chapter 11 of Title 53 per O.C.G.A § 53-8-13 (b).
8. Use GPCSF Supplement 2 if the Court determines it is appropriate to appoint a special process server.
9. Use GPCSF Supplement 3 when an additional certificate of service is necessary.
10. Exhibits should be labeled as "Exhibit A," "Exhibit B," etc. in consecutive order. The corresponding letter of each said exhibit should be inserted into the appropriate place in the form.
11. According to Uniform Probate Court Rule 5.6 (A), unless the Court specifically assumes the responsibility, it is the responsibility of the moving party to prepare the proper citation and deliver it properly so it can be served according to law. All pages after the notice regarding Uniform Probate Court Rule 5.6 (A) are to be completed by the moving party, unless otherwise directed by the Court.

## II. General Instructions

General instructions applicable to all Georgia Probate Court Standard Forms are available in each probate court or at [www.gaprobate.gov](http://www.gaprobate.gov), labeled GPCSF 1.

IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

IN RE: ESTATE OF \_\_\_\_\_ )  
 )  
\_\_\_\_\_, ) ESTATE NO. \_\_\_\_\_  
DECEASED )

**PETITION FOR LEAVE TO SELL PROPERTY**

The petition of \_\_\_\_\_  
*[Full name(s) of petitioner(s)] First Middle Last*  
whose physical address(es) is/are \_\_\_\_\_  
*Street City County State Zip Code*  
and mailing address(es) is/are \_\_\_\_\_,  
*Street City County State Zip Code*  
as the duly appointed and qualified personal representative of the estate of the above-named  
decedent, shows to the Court the following:

1.

\_\_\_\_\_,  
*[Full name of decedent] First Middle Last*  
whose place of domicile was \_\_\_\_\_,  
*Street City County State*  
departed this life on \_\_\_\_\_, 20\_\_\_\_\_.

2.

If decedent died intestate *[without a will]*, list below all of the decedent’s heirs at law. Otherwise, beneficiaries shall be listed below. Each listing should include the name, age or majority status, address, and relationship to decedent. All those listed are sui juris *[having the legal ability to manage one’s own affairs]* unless otherwise noted.

<i>Name</i>	<i>Age (or over 18)</i>	<i>Address</i>	<i>Relationship</i>

3.

*[Initial one]*

- \_\_\_\_\_ (a) A will has been probated so no definitive statement is required.
- \_\_\_\_\_ (b) The decedent died intestate *[without a will]*; therefore, a definitive statement is made below.

**Required:** *[Provide sufficient factual information to enable the Court to conclude that all of the heirs of the decedent are included and that there are no heirs of the same or closer degree according to O.C.G.A. § 53-2-1. Provide the names of any deceased heirs, the name and address of his or her personal representative, if any, and include the date of death for each. [See instructions for further clarification.] Also, state here all pertinent facts that may govern the method of giving notice to any party and that may determine whether or not a guardian ad litem should be appointed for any party. If any heirs listed above are cousins, grandchildren, nephews, or nieces of the decedent, indicate the deceased ancestor through whom they are related to the decedent.]*

4.

Petitioner(s) desire(s) to sell certain real and/or personal property of said estate. The property and the estate's interest in said property are described as follows *[give metes and bounds description, and street address if known, if real property]*:

5.

The specific purpose of said sale of said property is *[initial all that apply]*:

- \_\_\_\_\_ (a) To pay the debts of the estate; and/or
- \_\_\_\_\_ (b) To make distributions to the (heirs)(beneficiaries);
- \_\_\_\_\_ (c) Other: \_\_\_\_\_
- \_\_\_\_\_

6.

The petitioner(s) desire(s) to sell said real and/or personal property upon the following terms and conditions *[explain the proposed date, place and method of sale, including any minimum sales prices, and attach and label copies of any applicable contracts]*:

- \_\_\_\_\_ (a) Attached hereto as “Exhibit \_\_\_\_” is a copy of the contract for sale of real estate.
- \_\_\_\_\_ (b) Attached hereto as “Exhibit \_\_\_\_” is a copy of the most recent ad valorem tax or appraisal showing the current value of the property to be \$\_\_\_\_\_.

7.

At present, the petitioner(s) has/have a bond on file in this Court in the amount of \$\_\_\_\_\_. The net proceeds to the estate from the sale of the subject property will be approximately \$\_\_\_\_\_. An additional bond in the amount of \$\_\_\_\_\_ to cover the amount by which the net proceeds from the sale, plus the amount of personal property currently in the estate, will exceed the current bond amount will be posted prior to the deadline for objections set forth in the notice.

8.

Additional Data: *[Where full particulars are lacking, state here the reasons for any such omission.]*

WHEREFORE, petitioner(s) pray(s):

1. An order directing notice be issued and served as the law requires; and
2. If no cause be shown to the contrary, your petitioner(s) be granted leave to sell said property as set forth above.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

Signature of Attorney: \_\_\_\_\_

Printed Name of Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ State Bar # \_\_\_\_\_

**VERIFICATION**

**GEORGIA, \_\_\_\_\_ COUNTY**

Personally appeared before me the undersigned petitioner(s) who, after being duly sworn, state(s) that the facts set forth in the foregoing petition of personal representative for leave to sell property (and the attached exhibit(s)) are true and correct.

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT

\_\_\_\_\_  
Printed Name of Petitioner

My Commission Expires: \_\_\_\_\_

**IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
\_\_\_\_\_, ) **ESTATE NO.** \_\_\_\_\_  
**DECEASED** )

**ACKNOWLEDGMENT OF SERVICE  
AND CONSENT TO PETITION**

**RE: PETITION OF \_\_\_\_\_ FOR LEAVE  
TO SELL PROPERTY OF ESTATE OF THE ABOVE-NAMED DECEDENT**

The undersigned, being over 18 years of age, laboring under no legal disability and being heirs or beneficiaries of the above-named decedent, hereby acknowledge service of a copy of the petition and notice, waive copies of same, waive further service and notice, and hereby consent to the petition.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
SIGNATURE(S) OF (HEIRS)(BENEFICIARIES)  
\_\_\_\_\_  
Signature of Heir/Beneficiary

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires: \_\_\_\_\_  
Printed Name of Heir/Beneficiary

-----  
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Signature of Heir/Beneficiary

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires: \_\_\_\_\_  
Printed Name of Heir/Beneficiary

-----  
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Signature of Heir/Beneficiary

\_\_\_\_\_  
NOTARY/CLERK OF PROBATE COURT  
My Commission Expires: \_\_\_\_\_  
Printed Name of Heir/Beneficiary



***NOTICE***

***THE FOLLOWING PAGES ARE TO BE COMPLETED BY THE PETITIONER (MOVING PARTY) UNLESS OTHERWISE DIRECTED BY THE COURT.***

***SEE UNIFORM PROBATE COURT RULE 5.6 (A).***

**IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
\_\_\_\_\_, ) **ESTATE NO.** \_\_\_\_\_  
**DECEASED** )

**ORDER FOR SERVICE OF NOTICE**

The foregoing petition of personal representative for leave to sell property having been filed, it is ordered that:

*[Initial all that apply]*

\_\_\_\_\_ Notice must be served personally, together with a copy of the petition, or by registered or certified mail or statutory overnight delivery, as requested by the petitioner(s) pursuant to O.C.G.A. § 53-11-3 at least 30 days before the deadline for objections on the following (heirs)(beneficiaries) who reside in Georgia and have not acknowledged service:

\_\_\_\_\_ Notice must be served by registered or certified mail, return receipt requested, together with a copy of the petition, upon nonresident (heirs)(beneficiaries) whose current residence addresses are known:

\_\_\_\_\_ Notice must be published once a week for four weeks in the legal organ of this County, before \_\_\_\_\_, 20\_\_\_\_, in order to serve by publication the following (heirs)(beneficiaries) whose current residence addresses are unknown:

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge of the Probate Court

**IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 \_\_\_\_\_, ) **ESTATE NO.** \_\_\_\_\_  
**DECEASED** )

**NOTICE**

The petition of personal representative for leave to sell property in the above-referenced estate having been duly filed,

*[Strike any paragraph if not applicable.]*

**TO:** \_\_\_\_\_  
*[List here all interested parties who reside in Georgia to be served personally or by registered or certified mail or statutory overnight delivery with restricted delivery to the addressee, if specifically requested by the petitioner(s)]*

This is to notify you who are required to be served personally, to file an objection, if there is any, to the petition, in this Court on or before the 30th day after the date you are personally served or sign the return receipt.

**TO:** \_\_\_\_\_  
*[List here all heirs having known addresses outside the continental U.S. to be served by registered or certified mail or statutory overnight delivery with restricted delivery to the addressee, if specifically requested by the petitioner(s)]*

This is to notify you to file an objection, if there is any, to the petition, in this Court on or before the 30th day after \_\_\_\_\_, 20\_\_\_\_ (the date of the mailing of this notice to you by certified or registered mail, return receipt requested); provided, however, that if a return receipt for such notice is actually received by the Court within such 30 days, the deadline for the filing of any objection shall be 30 days from the date of receipt shown on such return receipt.

**TO:** \_\_\_\_\_  
*[List here all non-resident interested parties having known addresses in the continental U.S. to be served by registered or certified mail or statutory overnight delivery with restricted delivery to the addressee, if specifically requested by the petitioner(s)]*

This is to notify you to file an objection, if there is any, to the above-referenced petition, in this Court on or before the 30th day after \_\_\_\_\_, 20\_\_\_\_ (the date of the mailing of this notice to you by certified or registered mail, return receipt requested); provided, however, that if a return receipt for such notice is actually received by the Court within such 30 days, the deadline for the filing of any objection shall be 30 days from the date of receipt shown on such return receipt.

\_\_\_\_\_  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 Judge of the Probate Court  
 By: \_\_\_\_\_  
 Clerk of the Probate Court

IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

IN RE: ESTATE OF \_\_\_\_\_ )  
 )  
\_\_\_\_\_, ) ESTATE NO. \_\_\_\_\_  
DECEASED )

NOTICE

The petition of personal representative for leave to sell property in the above-referenced estate having been duly filed,

*[For use if an interested party is required to be served by publication]*

TO: \_\_\_\_\_  
*[List here all interested parties having unknown addresses to be served by publication]*

This is to notify you to file an objection, if there is any, to the above-referenced petition, in this Court on or before \_\_\_\_\_, 20\_\_\_\_.

**BE NOTIFIED FURTHER:** All objections to the petition must be in writing, setting forth the grounds of any such objections. All objections must be sworn to before a notary public or before a probate court clerk, and filing fees must be tendered with your objections, unless you qualify to file as an indigent party. Contact probate court personnel for the required amount of filing fees. If any objections are filed, a hearing will be (held on \_\_\_\_\_, 20\_\_\_\_)(scheduled at a later date). If no objections are filed, the petition may be granted without a hearing.

\_\_\_\_\_  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Judge of the Probate Court  
By: \_\_\_\_\_  
Clerk of the Probate Court

IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

IN RE: ESTATE OF

\_\_\_\_\_,  
DECEASED

)  
)  
)  
)

ESTATE NO. \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I certify that I have this date mailed (unless otherwise noted) in an envelope with the proper postage affixed thereto for First-Class Mail delivery copies of the petition of personal representative for leave to sell property, and order for service of notice, including any attached exhibits and the notice to the following parties at the addresses below:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk of the Probate Court

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA**

**IN RE: ESTATE OF** \_\_\_\_\_ )  
 )  
\_\_\_\_\_, ) **ESTATE NO.** \_\_\_\_\_  
**DECEASED** )

**FINAL ORDER**

The petition of \_\_\_\_\_, as personal representative(s) of the estate of the above-named decedent, for leave to sell property was filed. The Court finds that all of the (heirs)(beneficiaries) were served or acknowledged service. The Court further finds that no objection has been filed and all requirements of law have been fulfilled. The Court further finds that the purpose of the transaction is lawful and that the proposed transaction is fair and is in the best interest of the estate (and the guardian ad litem having filed an answer approving said transaction).

ACCORDINGLY, IT IS ORDERED that the said petitioner, as personal representative(s) of said estate, is authorized to sell the property described in the petition upon the terms set forth in said petition.

\_\_\_\_\_ *[Initial if applicable]* Said authorization is conditioned upon the personal representative(s) having on file with this Court a surety bond in the amount of \$ \_\_\_\_\_.

IT IS FURTHER ORDERED that a report of the sale authorized by this order shall be furnished to this Court by the petitioner. Said report shall specify the property sold, the purchasers, the amounts received, and the terms of the sale.

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge of the Probate Court