

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT, IN AND FOR MIAMI-DADE COUNTY, FLORIDA PROBATE DIVISION IN RE: ESTATE OF _____ Deceased. Case No.: _____ Section: _____	CC-09
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Checklist and Certification – Sale of Real Property

I, _____, as the attorney of record, have reviewed the applicable checklist(s) on the 11th Judicial Circuit Court’s website, and filed the following pleadings to the Clerk of Court’s docket, for which I have written the docket entry number next to each of the corresponding requirements below:

Qualifications:

- ☐ The real property being proposed for sale was titled to the decedent at death and is currently an asset of the Estate.
- ☐ An order Determining Homestead Status for the subject real property has not been entered.
- ☐ These are not Summary Administration Proceedings.

Petition for Sale of Real Property:

- _____ ☐ Petition is in accordance with Fla. Prob. R. 5.370(a).
- _____ ☐ Petition states: sale is an “arm’s length transaction” and is for “fair market value”.
- _____ ☐ Petition contains the street address and legal description for the subject real property.
- _____ ☐ Notarized Waivers and Consents to Petition by beneficiaries entitled to the asset OR Proof of Formal Notice to Petition has been filed – Fla. Prob. R. 5.041; Fla. Stat. §731.201(23)

Supporting Documents:

- _____ ☐ Copy of proposed sale contract AND
- _____ ☐ Copy of Comparative Market Analysis or signed broker’s letter with comparable sales OR
- _____ ☐ Copy of appraisal (required when the property is valued at more than \$600,000)

Required Filings:

- _____ ☐ Order Appointing Personal Representative and Letters of Administration have been previously entered.
- _____ ☐ Inventory – Fla. Stat. §733.604; Fla. Prob. R. 5.340
- _____ ☐ Proof of Service of Notice of Administration - Fla. Prob. R. 5.240
- _____ ☐ Order Designating Restricted Depository has been entered OR
- _____ ☐ Petition and Order Designating Restricted Depository is being submitted simultaneously.

Proposed Order submitted to courtMAP:

- ☐ Proposed Order Authorizing Sale of Real Property in accordance with Fla. Prob. R. 5.370(b)
- ☐ Proposed Order includes street and legal description of subject real property, terms of sale, and directs deposit of decedent’s share of sale proceeds to the restricted depository for the Estate.

I HEREBY CERTIFY that I have complied with the above checklist and filed the required pleadings and supporting documentation in accordance with applicable Florida Statutes, Florida Probate Rules, local rules, administrative orders, and administrative memoranda. I understand that submission of this checklist is considered an official statement subject to Fla. Stat. §837.06.

Dated: _____

 Attorney's Signature
 Printed Name: _____
 Bar Number: _____
 Email Address(es): _____