



Surrogate's Court Bronx County

Has the Police Department sealed your family member's Bronx residence?

What you will need and which offices can help you access the residence or invoiced property.



IF

The value of the property is \$50,000 or less, **AND**
There is no Will and you are an heir, **OR**
There is an original will and you are named executor in it:

File in

Bronx County Surrogate's Court
Small Estate Department
851 Grand Concourse, Rm. 321
Bronx, NY 10451

Phone:
(718) 681-2309

Required Court Application

Small Estate Affidavit*

**nycourts.gov/courthelp/diy/
smallestate.shtml*

Necessary Documents

- Original certified death certificate.
- Original Will, if any.
- Police property voucher(s), if any.

IF

The value of the property is more than \$50,000, **AND**
There is no Will and you are an heir:

File in

Bronx County Surrogate's Court
Administration Department
851 Grand Concourse, Rm. 320
Bronx, NY 10451

Phone:
(718) 618-2370

Required Court Application

Petition for Letters of Administration*

**nycourts.gov/forms/surrogates/
administration.shtml*

Necessary Documents

- Original certified death certificate.
- Police invoice/voucher(s), if any.

IF

The value of the property is more than \$50,000, **AND**
There is a Will and you are named in it:

File in

Bronx County Surrogate's
Court
Probate Department
851 Grand Concourse, Rm. 317
Bronx, NY 10451

Phone:
(718) 618-2365

Required Court Application

Petition for Probate*

**nycourts.gov/forms/surrogates/probate.shtml*

Necessary Documents

- Original certified death certificate.
- Decedent's Original Will.

IF

You need to search the sealed residence for an original
will, insurance policy, **AND/OR** cemetery deed:

File in

Bronx County Surrogate's Court
Probate Department
851 Grand Concourse, Rm. 317
Bronx, NY 10451

Phone:
(718) 618-2365

Required Court Application

Petition to Search Premises*

**nycourts.gov/courts/1jd/surrogates/index.shtml*

Petition to Open Safe Deposit Box*

**nycourts.gov/forms/surrogates/misc.shtml*

Necessary Documents

- Copy of police property invoice, incident report, funeral bill, or death certificate.

IF

You are not an heir or named in a Will **AND**
There are no family members willing or able to administer
the estate **OR** there are no known heir(s):

Contact

Bronx County Public Administrator
851 Grand Concourse, Rm. 336
Bronx, NY 10451

Phone:
(718) 293-7660

Necessary Documents

Report of Death.

For more information, contact Bronx
County Public Administrator's Office.

What counts as part of the estate? Assets / property in the decedent's name without a joint owner or named beneficiary.

How do I file the application? In person (recommended) before 3:30 PM; by a 3rd party on your behalf; or by mail.

What will I receive when my application is complete? Certificates of Voluntary Administration, Letters of Administration or Testamentary, authorizing you to retrieve the property / get unrestricted access to the residence.

Who are the heirs? [Nearest group only, in order]

- | | |
|---|---|
| 1) Spouse, children, descendants of predeceased children. | 4) Grandparents |
| 2) Parents | 5) Aunts-uncles, children of predeceased aunts-uncles (first cousins) |
| 3) Siblings, descendants of predeceased siblings | 6) Children of predeceased first cousins (first cousins once removed) |