

# KINGS COUNTY SURROGATE'S COURT

2 Johnson St • Brooklyn, NY 11201 • Mon, Tues, Thurs & Friday, 9am-3:00pm; Wed 9am - 12pm •

**Has the Police Dept sealed your deceased loved one's residence or invoiced property?  
What you will need and which offices can help you access the residence and retrieve the property**

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- a.**                      **If** •The value of the estate is \$50,000 or less [*see below ▼*] **and**
- There is no Will and you are a distributee/heir [*see below ■*] **or**
  - There is an original Will and you are named in it:

**Administration Dept** • Room 221 • (347) 404-9690

email: [KingSurr-Admin@nycourts.gov](mailto:KingSurr-Admin@nycourts.gov)

**Application:** [Small Estates/Voluntary Administration](#)  
(*see Voluntary Administration Checklist or DIY Form*)

**Necessary documents:**

- Original certified death certificate (cannot be returned)
  - Original Will, if any
  - Copy of [police property clerk](#) invoice(s), if any
  - Copy of itemized funeral bill
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- b.**                      **If** •The value of the estate is more than \$50,000 [*see below ▼*] **and**
- There is no Will and you are a distributee/heir [*see below ■*]:

**Administration Dept** • Room 221 • (347) 404-9690

email: [KingSurr-Admin@nycourts.gov](mailto:KingSurr-Admin@nycourts.gov)

**Application:** [Petition for Letters of Administration](#)  
(*see Administration Proceeding Checklist*)

**Necessary documents:**

- Original certified death certificate (cannot be returned)
  - Copy of [police property clerk](#) invoice(s), if any
  - Copy of itemized funeral bill
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- c.**                      **If** •The value of the estate is more than \$50,000 [*see below ▼*] **and**
- There is a Will and you are named in it:

**Probate Dept** • Room 210 • (347) 404-9670

email: [KingSurr-Probate@nycourts.gov](mailto:KingSurr-Probate@nycourts.gov)

**Application:** [Petition for Probate](#)  
(*see Probate Proceeding Checklist*)

**Necessary documents:**

- Original certified death certificate (cannot be returned)
  - Original Will, (court will keep this document)
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**d.**    **If** •You need to search the sealed residence for a Will, insurance policy, cemetery deed, or to see what is inside (inventory), the court may issue an order permitting temporary access to the residence with a police officer present; nothing can be removed other than the 3 items mentioned above [*death certificate not required; see below*]:

**Miscellaneous Dept** • Room 212 • (347) 404-9730

email: King [Surr-Misc@nycourts.gov](mailto:Surr-Misc@nycourts.gov)

**Application:** [Petition to Search Apartment](#)

**Necessary document:** Copy of death certificate or police dept, medical examiner or funeral home issued paper(s) indicating decedent's date of death & address

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**e.**    **If** •You are not a distributee/heir **and** do not know of a Will **and** there is no one else willing or able to administer the estate **or** there are no known distributees, the Public Administrator may be able to access the residence, retrieve invoiced property, and distribute it to those persons entitled to it under law.

**Public Administrator of Kings County** • Room 144A • (718) 643-3032 •

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- ▼ **What counts as part of the estate?** Decedent's property/assets without a joint owner or named beneficiary.
- **Who are the distributees/heirs?** (*Nearest group only, in order*) 1<sup>st</sup>: spouse, children, children of predeceased children 2<sup>nd</sup>: parents 3<sup>rd</sup>: siblings, children of predeceased siblings 4<sup>th</sup>: grandparents 5<sup>th</sup>: aunts-uncles, children of predeceased aunts-uncles (first cousins) 6<sup>th</sup>: children of predeceased first cousins (first cousins once removed).
- **How to file the application:** In person (recommended) or by messenger before 3:30pm, or by mail.
- **What you will receive when your application ([a], [b] or [c] above) is complete:**  
Certificates or Letters authorizing you to retrieve the property and get unrestricted access to the residence. (5/17- rev '19)