

**IN THE COUNTY COURT OF THE FIFTH JUDICIAL CIRCUIT
IN AND FOR HERNANDO COUNTY, FLORIDA**

CASE NUMBER: _____

**IN RE: GUARDIANSHIP OF _____
WARD,**

**SALE OF PROPERTY - GUARDIANSHIP
CHECKLIST AND CERTIFICATION**

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

Petition for Sale of Real Property:

- ☐ DIN: _____ Petition in accordance with Fla. Stat. §744.447; Fla. Prob. R. 5.630.
 - ☐ Petition states: the 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.
 - ☐ Petition states how the sale of the real property is in the best interests of the Ward.
 - ☐ Petition has been joined by all of the Ward’s guardians of the property.
- ☐ DIN: _____ Notarized Waiver and Consent (or proof of notice) to petition by all interested parties – Fla. Prob. R. 5.630(b)
- ☐ DIN: _____ Notarized Joinder to the Petition executed by the Ward’s spouse - Fla. Stat. §744.457(1)

Supporting Documents (ALL must be filed):

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

Required Filings:

- ☐ DIN: _____ Order Appointing Guardian has been previously entered
- ☐ DIN: _____ Letters of Guardianship have been issued.
- ☐ DIN: _____ Inventory – Fla. Stat. §744.365, Fla. Prob. R. 5.620
- ☐ DIN: _____ Notice of Completion of Guardianship Education Requirements – Fla. Stat. §744.3145; Fla. Prob. R. 5.625
- ☐ DIN: _____ Order Designating Restricted Depository
- ☐ DIN: _____ The guardian is up to date with all annual reporting requirements. (List the most current annual reports)

Clerk of Courts Letter from Auditor:

- ☐ There are no pending or unresolved 10-day letters from the Clerk of Courts Auditor.

Proposed Order(s) or Letter(s) submitted via Circuit5.org:

- ☐ Proposed Order Authorizing Sale of Real Property in accordance with Fla. Prob. R. 5.630(c)
- ☐ Proposed Order includes street address and legal description of subject real property, terms of sale, and directs deposit of Ward’s share of sale proceeds to the restricted depository for the Guardianship.

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