

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-SH3
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Checklist and Certification – Homestead in Summary Administration

I, _____, as the Petitioner, have reviewed the instructions provided, and filed the following pleadings to the Clerk of Court's docket.

REQUIRED DOCUMENTS

The following documents must be gathered and filed. Be sure all requirements are met prior to filing and do not submit documentation until you have collected all the requested documents. An attorney is not required, but it may be beneficial for you to consult with one.

☐ **Copy of a Property Tax or Utility bill (from the last year before the decedents death)** This document is used to verify that the decedent resided on the property at the time of their death. It should reflect the decedent as the resident and the property as their mailing address.

REQUIRED FORMS

The following forms are included in the self-help packet and must be filled out completely prior to being submitted.

☐ **Petition for Determination of Homestead** – Form SH-13 or SH-15 - Fla. Prob. R. 5.405.

☐ **Notarized Joinder, waiver, and consent** (if applicable) – Form SH-17. Must be signed by any beneficiary who has not signed the petition itself and must be notarized.

☐ **Proof of Formal Notice** (if applicable) – Form SH-11. Any known creditor of the estate and any beneficiary who does not sign the summary petition or does not file a joinder, waiver, and consent form, must be served with formal notice of the petition. If you are serving a known creditor or an unresponsive beneficiary with formal notice, you will need to file the required form and attach proof that the notice was received.

☐ **Order Determining Homestead**– Form SH-14 or SH-16. The proposed distribution of the homestead property in the order must match the proposed distribution in the petition.

☐ **This Checklist.** You must complete and file this checklist when submitting your order.

I HEREBY CERTIFY that I have complied with the above checklist and filed the required pleadings and supporting documentation on the date indicated above in accordance with

applicable Florida Statutes, Florida Probate Rules, local rules, administrative orders, and administrative memoranda. I understand that the submission of this checklist is considered an official statement subject to Fla. Stat. §837.06.

Signature of Petitioner

Date

Printed Name of Petitioner

Email Address