

IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT,
IN AND FOR BROWARD COUNTY, FLORIDA
PROBATE DIVISION

CHECKLIST FOR PETITION TO SELL REAL PROPERTY
(ESTATE AND GUARDIANSHIP)

This Checklist must be completed and e-filed with your Petition. Review and sign the applicable certification clause at the end of the checklist prior to submitting it with your Petition. If any of the items below are not checked, please complete "Certification B." Completing and e-filing this Checklist does not obviate any additional obligations imposed by rule or statute.

HEARING:

☐	At the time of filing this Petition, I intend to pursue this Petition at hearing.
--------------------------	---

OR

☐	At the time of filing this Petition, I intend to have this Petition submitted to the Judge without a hearing.
--------------------------	---

CASE NUMBER: PRC - ____ - _____ In Re: _____.

☐	The Petition and proposed order contain the contract price for the sale.
☐	The Petition and proposed order contain a statement that the contract price is a fair market price for the real property.
☐	The Petition and proposed order contain a statement that the sale is an arm's length transaction.
☐	The Petition and proposed order contain a legal description and the street address of the property (a street address alone is insufficient).
☐	The Petition includes the scheduled closing date (or statement that the closing date is unknown).
☐	The Petition and proposed order contain a statement that the sale applies only to the specific sale that is the subject of the petition.
☐	The creditor's period has not expired and the proposed order contains the following statement: "the proceeds of the sale shall be held in the attorney's trust account or restricted depository until further order of this Court."
☐	A copy of the proposed Contract of Sale has been e-filed and has not been redacted.
☐	The Petition is accompanied by an appraisal, comparative market analysis, or broker's opinion letter; unless all beneficiaries have consented to the sale and the creditor's period has ended and no claims have been filed.
☐	All outstanding creditors, if any, have been noticed with the Petition.
☐	All beneficiaries/heirs have consented to the sale and/or formal notice has been provided to all beneficiaries/heirs who have not consented to the sale.

Please complete the Certification that applies to your filing (either Certification A or Certification B). If Petitioner is represented by counsel, only counsel must complete the applicable Certification Clause. If Petitioner is pro se then the applicable Certification must be completed by Petitioner.

CERTIFICATION A:

The undersigned Petitioner ☐ (print name) _____ / Attorney ☐ (print name) _____ certifies that he/she has reviewed the information necessary to support the Petition to Sell Real Property (Estate and Guardianship). The Petitioner ☐ / Attorney ☐ further certifies that all the required information was previously filed or filed concurrently with the Petition. The Petitioner ☐ / Attorney ☐ acknowledges that the Petition will not be reviewed by Court staff until the necessary information has been accepted into the e-filing system. The Petitioner ☐ / Attorney ☐ further acknowledges that a hearing may be required to process the Petition.

Petitioner's signature: _____

Signed on: _____, 20____

OR

Attorney's signature: _____

Signed on: _____, 20____

CERTIFICATION B

The undersigned Petitioner ☐ (print name) _____ / Attorney ☐ (print name) _____ certifies that he/she has reviewed the information necessary to support the Petition to Sell Real Property (Estate and Guardianship). Petitioner ☐ / Attorney ☐ further certifies that, after a diligent search and reasonable effort, the Petitioner ☐ / Attorney ☐ was unable to submit the following information for the following reasons:

The Petitioner ☐ / Attorney ☐ further acknowledges that a hearing may be required to process the Petition.

Petitioner's signature: _____

Signed on: _____, 20____

OR

Attorney's signature: _____

Signed on: _____, 20____