**Form 7-3 Administration Account**

[[Textbox Start]]

Sample First and Final Administration Account

Including Certificate and Verification

[[Textbox End]]

**ESTATE ACCOUNT**

**FOR REGISTER OF WILLS AND ORPHANS’ COURT**

**FOR (*insert city/county*), MARYLAND**

ESTATE OF (*insert name of Decedent*) ESTATE (*insert estate number*) (DECEASED)

DATE OF DEATH (*insert date*)

FIRST AND FINAL ADMINISTRATION ACCOUNT OF (*insert name of Personal Representative*), PERSONAL REPRESENTATIVE

**ASSETS PER INVENTORY**

Schedule A:

Schedule B

Schedule C:

Schedule D:

Schedule E:

Schedule F:

Schedule G:

**Gain (Loss) on Sale of Assets:**

**Additions to Estate**

Federal Income Tax refund

Maryland Income Tax refund

**TOTAL ESTATE TO BE ACCOUNTED FOR $\_\_\_\_\_\_\_\_\_\_\_**

**EXPENSES:**

**FEES DUE REGISTER**

Fees due to the Register

**ADMINISTRATIVE EXPENSES**

Bond

Notice to Creditors

**FUNERAL EXPENSES**:

(*insert name of funeral home*)

**COMPENSTATION OF PERSONAL REPRSENATIVE AND COUNSEL FEES**

Attorney Fees

Personal Representative Commission

**DEBTS OF THE DECEDENT**

**EXPENSES OF SALE**

**TOTAL EXPENSES $\_\_\_\_\_\_\_\_\_\_\_**

**NET ESTATE TO BE DISTRIBUTED $\_\_\_\_\_\_\_\_\_\_\_**

**BALANCE FOR DISTRIBUTION**

Per Last Will and Testament of (*insert name of Decedent*)

**CERTIFICATE**

The undersigned certifies that on the \_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ notice has been served on the heirs to the estate. The notice stated (1) that an Account has been filed, (2) that the recipient may file exceptions with the court within 20 days from the courts order approving the Account, (3) that further information can be obtained by reviewing the estate file in the office of the Register of Wills or by contacting the personal representative or the attorney, (4) that upon request the personal representative shall furnish a copy of the Account to any person who is given notice and, (5) that distribution under the Account will be made within 30 days after the order of court, approving the Account, becomes final.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*insert name of Attorney*) (*insert name of Personal Representative*)

(*insert address*) Personal Representative

(*insert phone number*)

**VERIFICATION**

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF; AND CERTIFY THAT NOTICE HAS BEEN GIVEN TO ALL INTERESTED PERSONS, IN ACCORDANCE WITH SECTION 7-301 OF THE ESTATES AND TRUSTS ARTICLE AND WITH RULE 6-417(D) OF THE MARYLAND RULES OF PROCEDURE TITLE 6.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*insert name of Personal Representative*)

Personal Representative