

Arizona Small Estate Action Checklist (2026)

Both affidavits under A.R.S. 14-3971: 30-day personal property track and six-month real property track

Before either affidavit

- ☐ Order certified copies of the death certificate.
- ☐ List every asset and how it is titled (sole name, co-owner, pay on death, beneficiary deed, trust).
- ☐ Set aside assets that pass by account terms, deed or beneficiary designation; ask each holder how it will treat them.
- ☐ Confirm that no personal representative has been appointed or applied for.
- ☐ Pay funeral expenses and the expenses of the last illness.

Track 1: Personal property (30 days, \$200,000 limit)

Date of death: _____

30 days after death: _____

- ☐ Thirty days have passed since the death.
- ☐ Net personal property (after liens and encumbrances) does not exceed \$200,000.
- ☐ Sign the affidavit; the statute names no notary, so ask each holder what it needs. MVD's form 32-6901 begins 'being first duly sworn, on oath'; ask MVD how it wants it signed.
- ☐ Present the affidavit to each person who owes the decedent money or holds the decedent's property.
- ☐ Give the affidavit to a transfer agent to re-register securities.
- ☐ Vehicle: MVD publishes the Non-Probate Affidavit (form 32-6901) and the Title & Registration Application (form 96-0236); the statute has MVD transfer title on presentation of the affidavit and payment of the necessary fees.
- ☐ Surviving spouse only: an employer owing wages must pay up to \$5,000 on the spouse's affidavit, at any time after the death.

Track 2: Real property (six months, \$300,000 limit)

Six months after death: _____

- ☐ Not sooner than six months have passed, and a certified copy of the death certificate is attached.
- ☐ Funeral expenses, last-illness expenses and all unsecured debts are paid.
- ☐ Get the full cash value on the assessment rolls for the year of death and any lien balances.
- ☐ Net Arizona real property does not exceed \$300,000.
- ☐ Attach the original will, or confirm that it has been probated, if the signers claim by devise.

- ☐ File the affidavit in the superior court in the county where the decedent was domiciled (or any county with the decedent's real property if not domiciled in Arizona); the normal filing fee applies unless the court waives it.
- ☐ Receive the registrar's certified copy of the affidavit (without attachments).
- ☐ Make sure the certified copy is recorded with the county recorder where the property is located.

Keep on file

- ☐ A copy of every affidavit and a list of who received each one.
- ☐ Records of what was paid for funeral, last-illness and unsecured debts.

INSTRUCTIONS FOR USE

Steps checked in October 2026 against A.R.S. 14-3971 and 14-3972 and the MVD page on non-probate vehicle transfers. This checklist is general information, not legal advice; procedures and amounts change. Confirm local requirements with the clerk of the superior court, and consult a licensed Arizona attorney for advice on your situation. Companion guide: clearlegaltips.com/arizona-small-estate-affidavit/