



## PROBATE TRACKING SHEET

### ESTATE INFORMATION

DECEASE NAME: \_\_\_\_\_  
FILE NUMBER: \_\_\_\_\_  
ATTORNEY: \_\_\_\_\_  
ATTORNEY ADDRESS: \_\_\_\_\_  
ATTORNEY CITY/ST/ZIP: \_\_\_\_\_  
ATTORNEY PHONE: \_\_\_\_\_

### CONTACT INFORMATION

EXECUTOR'S NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
RELATIONSHIP: \_\_\_\_\_  
OUT OF STATE    EXC: YES / NO    HEIRS: YES / NO

### SUBJECT PROP INFORMATION

COURT CONFIRMATION DATE: \_\_\_\_\_  
DEPT: \_\_\_\_\_  
OVERBID AMOUNT: \$ \_\_\_\_\_  
CONTRACT IN FILE:    YES / NO  
PROPERTY LISTED:    YES / NO

ADDRESS: \_\_\_\_\_  
CITY/SATE/ZIP: \_\_\_\_\_  
COURT APPRAISAL: \$ \_\_\_\_\_  
HEIR'S EST OF VAL: \$ \_\_\_\_\_  
EXISTING LOANS: \$ \_\_\_\_\_  
PERSONAL PROPERTY: \$ \_\_\_\_\_

### WILL INFORMATION

WILL IN FILE:    YES / NO  
FULL AUTHROITY:    YES / NO  
WITHOUT NOTICE:    YES / NO

### HEIRS WITH INTEREST IN PROPERTY

(1): \_\_\_\_\_  
(2): \_\_\_\_\_  
(3): \_\_\_\_\_

Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_

SEARCH FILE 1<sup>ST</sup> DATE: \_\_\_\_\_  
NEWSPAPER AD DATES: \_\_\_\_\_ & \_\_\_\_\_  
PHONE CONTACT DATE: \_\_\_\_\_  
PROP INSPECTION DATE: \_\_\_\_\_

1<sup>ST</sup> LETTER TO EXC DATE: \_\_\_\_\_  
2<sup>ND</sup> LETTER TO EXC DATE: \_\_\_\_\_  
3<sup>RD</sup> LETTER TO ESC DATE: \_\_\_\_\_  
OFFER MADE DATE: \_\_\_\_\_