

INSTRUCTIONS FOR COMPLETING INVENTORY FORM CC-GN-011 (Md. Rule 10-107(a))

Read these instructions before completing the **Inventory** (CC-GN-011). These Instructions may help you complete the inventory and are informational only. They are not intended as legal advice.

WHO SHOULD USE THIS FORM?

Use Form CC-GN-011 if you were appointed guardian of the property of a minor or disabled person.

File the inventory with the court within 60 days of appointment as guardian of the property. If you cannot file the inventory on time, ask the court in writing for permission to file it later.

WHAT IS THE INVENTORY?

The Inventory lists all assets and income in the guardianship estate when a guardian of the property is appointed. The guardianship estate includes all of the minor or disabled person's assets (property) including income, real and personal property, stocks, bonds, and investments. It also includes expenses and debts, insurance policies, and property the minor or disabled person has an interest in such as jointly-owned accounts or property.

The Inventory informs the court about what is in the guardianship estate and will be used to compare future reports.

HOW DO I COMPLETE THE INVENTORY?

If you are the guardian of the property of a minor or disabled person, follow these three (3) steps:

STEP 1. Identify all assets in the guardianship estate.

The guardianship petition is a good starting point for identifying all of the disabled person's property. It may not provide a *complete* picture.

Ways to find property that is not listed in the petition:

- **Gathering and reviewing the minor or disabled person's personal papers.** Look for wills, living wills, or trust documents. Look through old mail to see if there are statements for bank accounts, stocks, bonds, or mutual funds.
- **Reviewing old tax returns.** Contact the IRS and ask for the last several years of the minor or disabled person's tax returns.
- **Running the minor or disabled person's credit report.** Credit reports are a good source of information about outstanding debts. The Fair Credit Reporting Act requires the nationwide credit reporting companies Equifax, Experian, and TransUnion to provide free credit reports every 12 months. To order credit reports on behalf of the minor or disabled person, visit www.annualcreditreport.com, or call 1-877-322-8228.

- **Filing a change of address with the U.S. Postal Service.** Redirect the minor or disabled person's mail to you as "guardian for [minor or disabled person]." Look for monthly statements from financial institutions, creditors, and insurance companies.
- **Inventorying the minor or disabled person's property.** Search the minor or disabled person's home or anywhere else that may store his or her property. Inventory cars, computers, jewelry, art, or anything else of value. Contact the Motor Vehicle Administration to see if the minor or disabled person owns any vehicles.

STEP 2. Complete the Inventory (CC-GN-011)

Once you identify all assets in the guardianship estate, fill out the inventory form. Write "not applicable" or "N/A" in sections where you have no information. If there is not enough room to list all of the minor or disabled person's assets, attach additional pages.

CC-GN-011 form tips:

- **Section A. REAL ESTATE.** List the address, mortgage company or lender's name, and mortgage balance of any real property in the guardianship estate. Unless the court tells you to, you do not need to hire an appraiser to determine the fair market value of real property in the guardianship estate. You can use the tax assessed property value or a website such as Zillow (www.zillow.com). To find the tax assessed property value of real estate in Maryland, use the State Department of Assessments & Taxation real property data search tool available at <http://sdat.dat.maryland.gov/realproperty>.
- **Section B. CASH AND CASH EQUIVALENTS.** List any bank or investment accounts, account numbers (last 4 digits), and fair market value of each account at the time of your appointment. Look at statements from the financial institutions to find the value of accounts.
- **Section C. PERSONAL PROPERTY.** List any property valued over \$1,500.00 including computers, furniture, jewelry, art, and other valuable collectibles.
- **Section F. OTHER.** List any items that have a cash value such as insurance policies, partnerships, or cemetery plots.

STEP 3. File the Inventory with the court.

Remember, you must file the inventory within 60 days of your appointment as guardian of the property.