

Small Estate Application Form

Probate/Letters of administration (with will annexed)



Things to know before completing this form.

This form is for a small estate application using the Probate Office's optional service. This service helps prepare your application for a grant of probate or letters of administration (with a will).

Before completing this form, please [read the information about small estate applications](#) on the Supreme Court Website.

You can use this service if:

- the estate is under the small estate limit, and
- the application is simple, and
- you are the executor who is named in the will or codicil (if any), or the executor cannot or will not apply and you are the main beneficiary named in the will.

There are no other strict eligibility rules, but the estate must be small and the application must be simple.

After you send the form, the Probate Office will let you know if they can help.

If the small estates optional service is not suitable for your situation, you can still prepare the application yourself. There is a [step-by-step guide on the Supreme Court of Victoria website](#) to help you through the process, and the Probate Office can provide procedural guidance if needed.

There is a fee to use the small estates optional service.

Preparing the application yourself will help you save money.

If you need a paper copy of the form, call the Probate Office on (03) 8600 2006.

What you need to complete this form

To complete the small estate application form, you will need:

- a certified copy of the 'Death Certificate – Cause of Death', and
- the original will and codicil(s) (if there are any), and
- a list of the deceased person's assets and debts (For example, bank accounts, property, loans).

You will also need to complete the [small estate credit card authorisation](#) form to pay the fee.

What to do after completing the forms

Once you've completed the application form and the credit card authorisation form, send them along with a certified copy of the death certificate and the original will and codicil (if there are any):

By email: Send to: smallestates@supcourt.vic.gov.au.

By post: Send to: Registrar of Probates,
Supreme Court of Victoria,
PO Box 13331,
Law Courts, VICTORIA, 8010.

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Section 1 - Your details

Surname:	
First name:	
Middle name (s): (leave blank if none)	
Address: (include street, suburb, state, and postcode)	
Email address:	
Phone number:	
Occupation: (your current or most recent job if you have one)	

Confirm you are the right person to make this application by ticking one of the boxes below:

- ☐ I am the executor appointed in the will and/or codicil(s)
- ☐ I am a beneficiary named in the will and/or codicil(s), and no appointed executor(s) can apply

If you cannot tick either box, the small estates optional service may not be able to assist.

You can still prepare the application yourself. There is a [step-by-step guide on the Supreme Court of Victoria website](#) to help you through the process.

Section 2 – Deceased's details

Surname:	
First name:	
Middle name (s): (leave blank if none)	
Last residential address: (include street, suburb, state, and postcode)	
Last known occupation:	
Date of death:	

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Section 3 – Will details

About the will:

Date of the will:	
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Do you have the original will?

YES ☐ NO ☐

Was the deceased at least 18 years old when they signed it?

YES ☐ NO ☐

Is the will signed by two witnesses?

YES ☐ NO ☐

Is the will bound together and signed on each page by the person who made the will and both witnesses?

YES ☐ NO ☐

Is the will signed using the same pen throughout?

YES ☐ NO ☐

Is the will free from any staple marks or pin holes?

YES ☐ NO ☐

If you ticked No to any of the above questions, the small estates optional service may not be able to assist. Please contact the Probate Office to discuss your application.

Witnesses to the will:

Details of first witness

Surname:	
Given name(s)	
Current address:	

Details of second witness

Surname:	
Given name(s)	
Current address:	

If you don't know the current address of a witness or they are deceased, write "address unknown" or "deceased".

After the will was signed

Did the person marry after signing the will? YES ☐ NO ☐

Did the person divorce after signing the will? YES ☐ NO ☐

If you ticked Yes to either question, the small estates optional service may not be able to assist. Please contact the Probate Office to discuss your application.

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Section 3 – Will details (continued)

Codicils

Did the person leave a codicil (a legal change to the will)?

YES ☐ NO ☐

If yes, please provide:

Date of the codicil:	
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Details of first witness

Surname:	
Given name(s)	
Current address:	

Details of second witness

Surname:	
Given name(s)	
Current address:	

Executors not applying

Are there any executors named in the will or codicil who are not applying?

YES ☐ NO ☐ NOT APPLICABLE ☐

If yes, please provide their details:

Surname:	
First name:	
Middle name (s):	

Why is the executor not applying?

- ☐ Deceased (died before the person who made the will)
- ☐ Deceased (survived the person but died within 30 days)
- ☐ Deceased (survived the person by more than 30 days and then died)
- ☐ Does not wish to apply now (leave reserved)
- ☐ Renounced
- ☐ Medically unable to apply

If the executor is medically unable to apply, you must include a signed [affidavit from their treating doctor](#).

If the executor has renounced, you must include the signed [renunciation](#).

The small estates optional service cannot prepare these documents for you.

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Section 3 – Will details (continued)

If there are other executors not applying, provide their details:

Surname:	
First name:	
Middle name (s):	

Why is the executor not applying?

- ☐ Deceased (died before the person who made the will)
- ☐ Deceased (survived the person who made the will but died within 30 days)
- ☐ Deceased (survived the person by more than 30 days and then died)
- ☐ Does not wish to apply now (leave reserved)
- ☐ Renounced
- ☐ Medically unable to apply

Surname:	
First name:	
Middle name (s):	

Why is the executor not applying?

- ☐ Deceased (died before the person who made the will)
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- ☐ Deceased (survived the person by more than 30 days and then died)
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Section 4 – Deceased’s assets and liabilities

Did the person who died have any assets located in Victoria?

YES ☐ NO ☐

If you ticked No, you may not be able to apply in Victoria. Please contact the Probate Office to discuss your options.

Did the person who died hold any assets in a different name?

YES ☐ NO ☐

If you ticked Yes, please provide the other name below:

Surname:	
First name:	
Middle name (s): (leave blank if none)	

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Section 4 – Deceased’s assets and liabilities (continued)

List of assets

Please list all known assets of the person who died.

You must include the type, location, and value of each asset.

Only include:

- assets in the person’s sole name, or
- assets held as tenants in common.

Do not include jointly owned assets.

Example:

Type of asset	Details of asset	Value
e.g. Bank account	ANZ, Melbourne CBD Branch, BSB 013456, Account 12345678	\$5,000
e.g. Motor vehicle	2018 Toyota Corolla, VIC registration ABC123	\$12,000
e.g. Accommodation bond refund	Accommodation Nursing Home, 123 Fake Street, Melbourne VIC 3000	\$35,000

Tip: For each asset, include enough detail to identify it – such as the address, account number, or registration details.

Type of asset	Details of asset	Value

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Section 4 – Deceased's assets and liabilities (continued)

List of liabilities

Please list all known debts or liabilities the person had at the date of death.

Do not include funeral costs.

Example:

Type of liability	Details of liability	Value
e.g. Credit card	NAB Visa, ending in 1234	\$2,000
e.g. Mortgage	CBA, BSB 063-000, Account 98765432	\$50,000
e.g. Household bill	ENERGY COMPANY PTY LTD	\$500

Tip: For each liability include the name of the lender or provider, and any account or reference numbers if known.

Type of liability	Details of liability	Value

Need help preparing the application yourself?

If the small estates optional service cannot assist, you can still apply for a grant of probate or letters of administration (with will).

The Probate Office can provide procedural guidance to help you complete the application.

Visit the [step-by-step guide available on the Supreme Court of Victoria website](#) for more information.