

Form CC-1687 Instructions

Affidavit of Notice to Creditors Regarding Estate

Using This Revisable PDF Form

1. Copies
 - a. Original – to court.
 - b. If the personal representative is required to file the inventory and accounts with the Commissioner of Accounts, the personal representative shall provide a copy of this affidavit to the Commissioner of Accounts upon filing it with the clerk.
2. Prepared by personal representative of the decedent's estate.
3. Attachments
 - a. Proof of publication of the notice in the newspaper.

Form CC-1687 Instructions

Affidavit of Notice to Creditors Regarding Estate

Data Elements

1. Estate number assigned by the court.
2. Name of decedent (person who passed away).
3. Date of decedent's death.
4. Check this box if you are the personal representative of the estate of the deceased person.
5. Check box if no notice was required.
6. Check box if notice was required and was published in the newspaper.
7. Check box if notice was required and was mailed or delivered to all persons having a claim against the decedent.
8. Name of individuals who were notified pursuant to § 64.2-508.1 (attach additional pages if more space is needed to list all who were notified).
9. Address of persons identified in Data Element No. 8 where notice was mailed or delivered.
10. Date when notice was mailed or delivered.
11. Check box and insert name(s) of any person(s) having a claim against the decedent whose address could not be identified.
12. Check box and insert name(s) of any person(s) having a claim against the decedent whose name and address could not be obtained.
13. Date when affidavit completed.
14. Signature of personal representative of decedent's estate.
15. Date when affidavit completed (only necessary if there is more than one personal representative).
16. Signature of personal representative of decedent's estate (only necessary if there is more than one personal representative).
17. This section is only for use by the notary, clerk, or deputy clerk to notarize the personal representative's signature.
18. This section is only for use by the clerk or deputy clerk to note that the affidavit was admitted to record.

AFFIDAVIT OF NOTICE TO CREDITORS REGARDING ESTATE

Commonwealth of Virginia
Va. Code § 64.2-508.1

ESTATE OF **2**

(who died on **3**))

I/we state under oath/affirm the following:

- 4** 1. ☐ I/we am/are a personal representative of the estate of the deceased person named above.
- 5** 2. ☐ No notice was required to be given to any person pursuant to Va. Code § 64.2-508.1.

OR

- 6** ☐ Upon qualification, I/we published the notice required by Va. Code § 64.2-508.1 once a week for two consecutive weeks in a newspaper of general circulation in the city or county in which I/we qualified. Proof of this publication is attached to this affidavit.
- 7** ☐ Upon qualification, I/we mailed or delivered a copy of the notice required by Va. Code § 64.2-508.1 to the following persons shown below:

<u>NAME</u>	<u>ADDRESS WHERE MAILED OR DELIVERED</u>	<u>DATE MAILED OR DELIVERED</u>
-------------	--	---------------------------------

- | | | |
|-------------|----------|-----------|
| a. 8 | 9 | 10 |
| b. | | |
| c. | | |
| d. | | |
| e. | | |

(Attach additional pages if more space is needed)

(Check if applicable)

- 11** 3. ☐ After exercising reasonable diligence, I/we have been unable to determine the address of the following persons to whom such notice is required:

..... **11**

.....

.....

(Check if applicable)

- 12** 4. ☐ After exercising reasonable diligence, I/we have been unable to identify the names and addresses of the persons described below to whom such notice is required:

12

13

DATE

14

SIGNATURE OF PERSONAL REPRESENTATIVE

15

DATE

16

SIGNATURE OF PERSONAL REPRESENTATIVE

17

Commonwealth/State of ☐ City ☐ County of

Subscribed and sworn to/affirmed before me on this day of, 20

by

PRINT NAME(S) OF SIGNATORY

DATE

☐ CLERK ☐ DEPUTY CLERK ☐ NOTARY PUBLIC

Notary Registration No. My commission expires:

NOTICE: This affidavit must be recorded in the Clerk's office where the personal representative qualified or the will was probated.

18

VIRGINIA: In the Clerk's Office of the Circuit Court
this day of,

The foregoing Affidavit of Notice was this day admitted to record.

Teste: _____, Clerk

by: _____, Deputy Clerk