

Instructions for Ending Inventory Report

**Court employees cannot help you fill out this form.
Do not include these instructions when you mail or file the completed form.**

Purpose

The Ending Inventory Report will supply the Court with a summary of the ward's assets and liabilities. There are several instances when an Ending Inventory might be needed:

- a. if the court determines the ward no longer requires assistance with managing their financials;
- b. if the court orders a successor guardian or conservator and financial authority is transferred to another person or entity; or
- c. when the ward passes away.

If financial authority is transferred to another, this report will assist in the planning and preservation of the assets for the ward's future benefit. If the ward has passed away, this report will be useful for the estate disposition.

Fillable forms are available on the North Dakota State Court's website: www.ndcourts.gov by clicking on the Self Help link. Attach additional pages as necessary to provide a complete inventory with any appropriate explanations.

• **Top of Form**

1. If the court has not completed the top of the form for you:
 - a. Enter the county and district court names.
 - b. Fill in legal name of the ward.
 - c. Enter the case number from your Letters of Guardianship.

• **Confidentiality of the Ward**

2. Personal identification numbers such as birthdates and social security numbers should not be included in this report.
 - a. Use only the last 4 digits of account numbers to describe financial accounts. If copies of financial documents are attached, please cross out the full account numbers. Make sure the numbers are not visible.

• **Ward and Guardian Information**

1. Complete the current address of the ward, and the ward's age and phone number.

2. Fill in the information for guardians, co-guardians, and conservator(s). Complete the contact information including address, phone numbers, and emails for each guardian and conservator.

- **Ending Inventory Report**

1. **Assets:** complete the asset information in the appropriate sections. Include all assets that the ward owns or has an interest in such as joint ownership and rights to future income.
 - a. Cash, checking accounts: include accounts that you or another authorized person has been using to pay your ward's expenses.
 - b. Savings accounts, other bank accounts, and investments: include savings, CDs, money market accounts, stocks and bonds, pensions, trusts etc.
 - c. Real estate and physical assets: include homes, land, equipment, vehicles, mineral rights, buildings, etc.
 - d. Personal property: combine all general personal property such as clothing, appliances, furniture, and housewares and provide an estimated total for this group of assets. Items of high value such as jewelry, antiques, or art should be listed separately.
 - e. Other assets: use this section to list anything that does not belong in the other groups; items like insurance policies, business ownership, time shares, etc.
 - f. Total assets: the sum of all of the ward's known assets – also enter this total on line 9.
2. **Debt:** list all of the debt for which the ward is responsible:
 - a. Mortgages, loans, and liens: list each loan separately. Include the institution that holds the loan, and the property that is mortgaged.
 - b. Other creditors, debt, and unpaid bills: include all other debt that the ward is responsible for, even if payments are not currently being made on accounts. You should not include monthly utility bills unless they have a past-due balance.
 - c. Total debt: the sum of all of the ward's known debt – also enter this total on line 10.
3. **Totals** section:
 - a. Line 9: add up all of the assets and enter the total here.
 - b. Line 10: add up all of the debt and enter the total here.
 - c. Subtract the debt from the assets and enter this figure on line 11. This amount is the total estate value, otherwise known as net worth. This amount may be negative.

4. **Disposals:** list and describe any assets that were disposed of since the last inventory report was submitted to the court. Include the reasons for asset disposal, who received the assets, and where the funds were deposited in the comments section.
5. **Comments:** use this section to explain any of the assets, debts and disposal of assets that are not self-explanatory.
 - a. Include information on assets that are co-owned.
 - b. Include information on any rights to future income such as annuities and trusts.
 - c. Explain any increase in debt.
 - d. Include information on asset disposal (see above).

- **Form Certification**

1. Each guardian and conservator that helped to complete this report must sign at the bottom.
2. You are certifying that you have recorded all of the ward's assets and debt, and submitted, or will submit, copies of the inventory report to the Court, the ward, and interested persons.
3. Check the box that best describes your circumstances to indicate what you have done, or will do, to surrender the ward's estate. Assets must be appropriately maintained until they are surrendered.
4. Sign the form in the presence of a notary public or a clerk of court. A notary public may be available at your local bank, credit union or district court.

- **Form Submission**

1. **If the ward has passed away:** File the original, completed and signed ending inventory with your petition to terminate the guardianship due to the death of the ward. Copies of the petition and ending inventory must be mailed to any interested parties.
2. **If the court appoints a successor guardian (or guardians) for the ward:** Review the order appointing the successor guardian(s). File the original, completed and signed inventory within the time required by the court in the order appointing the successor guardian(s). A copy of the ending inventory must be mailed to the ward, the successor guardian(s) and any interested parties.
3. **If the court returns financial authority to the ward:** Review all orders of the court. If an order requires that the current guardian file an ending inventory, file the original, completed and signed inventory within the time required by the court in the order. A copy of the ending inventory must be mailed to the ward, the successor guardian(s), if any, and any interested parties.

Do not include these instructions when you mail or file the completed form.