

# Instructions for Conservator's Ending Inventory Report

**Court employees may not 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 protected person's assets and liabilities. There are several instances when an Ending Inventory might be needed:

- a. if the court determines the individual 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
- c. when the individual passes away

If financial authority is transferred to another, this report will assist in planning and preserving the assets for the protected person's future benefit. If the individual 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](http://www.ndcourts.gov) by clicking on the Self Help link. Attach additional pages as necessary to provide a complete inventory with any appropriate explanations.

## **Confidentiality of the Protected Individual**

Pursuant to Rule 3.4 of the North Dakota Supreme Court, reports should not contain the following identification information: social security numbers, taxpayer identification numbers, birthdates, financial account numbers, or the name of an individual known to be a minor. The following examples are acceptable substitutions: the last four digits of a social security or financial account number, the year of an individual's birth, and a minor's initials.

- **Top of Form**

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 protected person (see above for minors.)
- c. Enter the case number from your Letters of Conservatorship.

- **Protected Individual and Conservator Information**

1. Complete the current address, age, and phone number of the protected person.
2. Fill in the information for conservators, and co-conservator(s). Complete the contact information including address, phone numbers, and emails for each.

- **Assets**

Include all assets that the protected person 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 had available to pay the individual's expenses. Examples:
 

Checking account	\$ 635	First National Bank
Rep payee acct	\$ 212	Joe Smith, HIT Inc
  
- b. Savings accounts, other bank accounts, and investments: include savings, CDs, money market accounts, stocks and bonds, pensions, trusts etc. Examples:
 

Special Needs Trust	\$9,500	Guardian and Protective Services
Burial Savings Acct	\$1,323	First National Bank
  
- c. Real estate and physical assets: include homes, land, equipment, vehicles, mineral rights, buildings, etc. Examples:
 

Family home	\$138,000	123 Main Street, Linton
Farmland	\$285,000	300 acres NE of Linton
Mineral rights	unknown	shared owner with siblings
  
- d. Personal property: combine all general personal property such as clothing, appliances, furniture, etc and estimate a total for this group of assets. Items of high value such as jewelry, art, or antiques 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.

- **Debt**

Include all of the debt for which the protected individual is responsible:

- a. Mortgages, loans, and liens: list each loan separately. Include the institution that holds the loan, and the property that is mortgaged. Examples:
 

Home equity loan	\$25,364	First National Bank
Tractor loan	\$32,555	Farm Credit Bureau
  
- b. Other creditors, debt, and unpaid bills: include all other debt, even if payments are not currently being made on accounts. Include unpaid monthly bills. Some examples may include:
 

Healthcare costs	\$3,246	Jamestown Alltru Hospital
Credit card	\$1,211	First National Bank Visa
Ambulance service	\$ 842	FM Ambulance

- **Totals**

- 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.

- **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.

- **Comments**

Use this section to explain any of the assets, debts and disposal of assets that are not self-explanatory. Include information on assets that are co-owned, and any rights to future income such as annuities and trusts. Explain any increase in debt, and describe any extraordinary circumstances such as pending lawsuits or insurance claims.

- **Form Certification**

1. You are certifying that you have recorded all of the individual's assets and debt, and submitted copies of the inventory report to the Court, the protected individual, and interested persons.
2. Check the box that best describes your circumstances to indicate what you have done, or will do, to surrender the individual's estate. Assets must be appropriately maintained until they are surrendered.
3. Each guardian and conservator that helped to complete this report must sign at the bottom. 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 court returns financial authority to the protected person:** review all Orders of the court. File the original, completed and signed Ending Inventory report within the time required by the court in the Order. A copy of the ending inventory must be mailed to the person and any interested parties.
2. **If the court appoints a successor conservator(s) for the protected individual:** Review the Order appointing the successor conservator(s). 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 protected person, the successor conservator(s) and any interested parties.
3. **If the individual has passed away:** File the original, completed and signed ending inventory with your petition to terminate the conservatorship due to the death of the person. Copies of the petition and ending inventory must be mailed to any interested parties. ***Provide the court with a copy of the will if possible, and the name of the personal representative, if known.***

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