

Loudoun County, Virginia

Important Deadlines For Estate Filings

- **30 days from date of qualification:** Mail or hand deliver the **Notice Regarding Estate Form** to all the interested parties (which includes **ALL** the heirs at law and **ALL** the beneficiaries under the will).
- **30 days from date of qualification:** Mail or hand deliver the **Affidavit of Notice** to the **Probate Department** (P.O. Box 550, Leesburg, VA. 20178, Attn: Probate Department) immediately following the mail/delivery of the Notice Regarding Estate Form to all appropriate parties. (This document **MUST** be notarized).
- **4 months from date of qualification:** Mail the **Inventory for Decedent's Estate Form*** to the **Commissioner of Accounts Office** with the appropriate fees (See Fee Schedule Estate Filings).
- **16 months from date of qualification:** Mail the first **Account Summary Form for Decedent's Estate*** to the **Commissioner of Accounts Office** with the appropriate fees. (See Fee Schedule Estate Filings). Please note your **FIRST** Account Summary should cover a 12 month period starting from the date of your qualification.
- **Second and subsequent accountings** are due to the **Commissioner of Accounts** with the appropriate fees within 16 months from the ending date of the prior account and should cover a 12-month period.

Failure to file the above mentioned documents on or before the appropriate due dates may result in one or all of the following:

1. Fines from your personal funds and/or imprisonment
2. Payment of delinquency fees from your personal funds
3. Forfeiture of your commission as executor/administrator
4. Removal as executor/administrator

Mail or deliver the completed Inventory and the completed Account Summary Forms to:

**Commissioner of Accounts
4 Cornwall Street, N.E.
Leesburg, VA. 20176
coa@coaloudoun.com
703-777-5300**

To obtain the Inventory Form (CC-1670), Account Summary Form (CC-1680) and the Fee Schedule Estate Filings (for Commissioner of Accounts Office.) go to: www.loudoun.gov/probate