

## Gain Peace of Mind

Losing a loved one is never easy.

The San Mateo County Public Administrator is here to help ensure the process after someone passes is managed with dignity, respect, and trust.



There are many decisions to make after someone in your life passes away.

The San Mateo County Public Administrator is an option to help manage the process and give you peace of mind during a difficult time.

From day-to-day management of an estate, to liquidating assets, to trust and courts, we can do it all so you do not need to hire an attorney.

***We are here for you, always.***

## How We Can Help

If your loved one lived in San Mateo County, the Public Administrator is here to help provide closure.

We can:

- Take everything off your plate and manage any creditors, close financial accounts, and clean out residences, if appropriate.
- Protect property from waste, loss, or theft.
- Make burial arrangements.
- Perform an in-depth investigation for any potential assets in your loved ones name.
- Locate heirs, liquidate assets, and distribute inheritance after all debts have been paid.
- Deposit all funds in an interest-earning account with the County Treasurer.
- Pay your loved one's bills and taxes.
- Provide you with resources for mortuaries and lawyers as needed.
- Offer information on anything from funerals to estate management.

## How to Sign Up

Call us today and see if you can benefit from having a Public Administrator manage this process: (650) 573-3475.

A Public Administrator may also be appointed when:

- Nominated by an heir or the majority of heirs to act on their stead
- Named in a will
- There is no appointed administrator or executor
- Ordered by the Court
- There are no known heirs of an estate
- Named executor fails to act

**Once a Public Administrator is appointed, you can generally expect distribution after one year for small non-court estates.**



## What to Expect

As mandated by legal code, San Mateo County incurs a fee for taking on a case.

The San Mateo County Public Administrator team is compensated similar to other administrators and attorneys.

Fees are based on a percentage basis calculated by the value of the estate. The minimum estate fee is \$1,000 for non-court cases.

- 4% of the first \$100,000
- 3% of the next \$100,000
- 2% of the next \$800,000
- 1% of the next \$9,000,000
- .5% of next \$15,000,000
- Over \$25,000,000 is subject to court's discretion, where a reasonable amount will be determined

The court may also award additional fees for extra work such as selling property, litigation to collect assets, and defending actions against the estate.

Fees may require court approval, typically during final accounting.

## Call us Today



**The San Mateo County Public Administrator program is staffed by Deputy Public Administrators within the San Mateo County Health System.**

We are here to help your family work through difficult decisions as an unbiased third party, with the one motive of helping your family find closure. Contact us today.

**Questions about the San Mateo County Public Administrator program?**  
Call (650) 573-3475.

**Are you a provider and want to refer someone to the Public Administrator?**  
Call (650) 573-3475.



**COUNTY OF SAN MATEO**  
HEALTH SYSTEM

## San Mateo County

## Public Administrator



*Here for you,  
Always*