Affidavit of Ownership
Affidavit of Ownership & Heirship

Affidavits of Heirship are filed for the purpose of showing heirs of a decedent.

Affidavit of Ownerships & Heirships are filed for the purpose of transferring property from a decedent to an heir when there is no will. To successfully use an Affidavit of Ownership to transfer property and/or OGM, several things must be included within the body of the document. Those are explained below:

- Decedent's Name and residence at the time of death
- Date of death
- All heirs and their current addresses
    - If an heir predeceased the decedent or is deceased prior to the filing of the Affidavit, their heirs need to be listed.
- List all Ritchie County property and OGM
    - What was owned/being transferred: Surface, OGM, Fee, etc.
    - Legal description of property/OGM including how much (acres, sq ft, poles, etc)
    - District located in
- **IF THIS IS NOT DONE – IT WILL NOT TRANSFER -** What % of property/OGM goes to each heir
- "Prepared by" statement
- Original signature must be notarized

Our office has typed an Affidavit to assist you and at your convenience. It was not prepared by an attorney or under an attorney's direction. These forms are available in the office or can be mail or emailed to you. You can also see several different examples on our website www.ritchiecountyclerk.com under the Code section AH in the Deed Book.

A WV Sales Listing Form must be completed and filed with the Affidavit of Ownership & Heirship. This form is not part of the # of pages of the Affidavit but must be filed with the Affidavit.

- This is a form that can be picked up or mailed to you from the County Clerk's Office or you can go online and search for "WV Sales Listing Form".
- We must have the original and 3 copies of the Sales Listing Form or we will have to charge for copies.

The recording fee for the Affidavits are $12.00 for the first 5 pages (not including the Sales Listing Form). If you have more than 5 pages, please call ahead for the recording fee.

** Please keep in mind these instructions are NOT legal advice and are for the purpose of recording a document in the County Clerk's Office.**

The Ritchie County Clerk's Office is located at 115 East Main Street, Room 201, Harrisville, WV 26362 and is open Monday through Friday from 8:00 AM to 4:00 PM. If you have any questions or would like to set a probate appointment, please call Jessica Hodges at (304) 643-2164 ext. 103.