

Personal Property Memorandum

A statutory form for distributing tangible personal property under your Florida will. Print, fill out by hand, sign (or write entirely in your own handwriting), and store with your will. No witnesses or notary required by statute.

ABOUT THIS GUIDE

This Personal Property Memorandum is a statutory form authorized by F.S. 732.515 of the Florida Probate Code. It supplements (and is incorporated by reference into) your Last Will and Testament, allowing you to direct the distribution of tangible personal property without amending your will each time you change your mind. This template is provided for informational purposes only. Bancroft does not provide legal, tax, or financial advice. Consult with an estate attorney for advice tailored to your circumstances.

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About This Form

A Personal Property Memorandum is a separate, signed (or fully handwritten) document referred to in your will that lets you distribute tangible personal property to specific people. Florida recognizes this form under F.S. 732.515. It is the cleanest way to give your china to one child, your jewelry to another, and your tools to a third — without rewriting your will every time you change your mind.

Use this form when you have items of sentimental or modest monetary value and you want a simple, signed record of who gets what. For high-value or contested items, talk to your attorney about including specific bequests in the will itself.

Your will must reference this memorandum. For this memorandum to take effect, your existing Will must include language referring to a separate written memorandum (often called a "tangible personal property memorandum" or "memorandum of personal property"). If your Will does not contain that reference, this form has no legal effect — talk to your estate attorney about adding the reference language to your Will. Bancroft-generated wills already include the reference clause.

Florida allows two ways to execute. F.S. 732.515 says the memorandum "shall be signed by the testator" OR may be "in the handwriting of the testator." That means a fully handwritten memorandum (no typed text) is statutorily valid in Florida even without a separate signature line. This form provides the typed-and-signed version, which is the cleaner and more easily readable approach. If you prefer to handwrite the entire memorandum yourself, you may do so — see your attorney for guidance on the handwritten format.

What You Can — and Cannot — Distribute With This Form

F.S. 732.515 limits this memorandum to tangible personal property and excludes money. Use the table below as a quick reference.

ALLOWED (TANGIBLE PERSONAL PROPERTY)	NOT ALLOWED
Jewelry, watches, and family heirlooms	Cash or money in any form
Furniture, household goods, and decor	Bank, brokerage, or retirement accounts
Artwork, collectibles, and antiques	Real estate, deeds, or land (transfer separately)
Vehicles, boats, recreational equipment	Stocks, bonds, mutual funds, certificates of deposit
Tools, equipment, sporting goods	Promissory notes, IOUs, evidences of debt
Books, instruments, photographs	Documents of title (vehicle titles transferred separately)
Clothing, personal effects	Property used in a trade or business (typically excluded)

A note on Florida vehicle titles. You may use this memorandum to direct who receives a vehicle, but Florida vehicle titles must be transferred separately by your personal representative through the Florida DHSMV after your death. The memorandum tells the personal representative who should receive the vehicle; the title transfer process is what actually changes ownership.

Florida homestead property is NOT covered. Tangible personal property excludes real property entirely, but Florida homestead deserves special note: F.S. 732.4015 and Article X, § 4 of the Florida Constitution sharply limit how homestead can pass at death (and may require spousal joinder for transfers). Do not attempt to use this memorandum to direct who receives Florida homestead property — that requires a separate deed and is subject to the constitutional homestead protections. Talk to your attorney.

How To Use This Form

1. Confirm your Will contains a clause referring to a "tangible personal property memorandum" (or similar language). If not, do NOT use this form — see your attorney.
2. On the next page, write your full legal name and the date your Will was originally executed. These two pieces of information identify which Will this memorandum supplements.

3. On the items page, list each item, the recipient's full legal name, and (optionally) any explanatory notes. Describe each item with reasonable certainty — "the diamond solitaire ring my mother left me" beats "the ring."
4. If you need more space, use the Continuation page. Initial each items page in the space provided so it is clear all pages belong to the same memorandum.
5. Sign and date the signature page in pen. F.S. 732.515 does NOT require witnesses or a notary, but you may add either or both for additional evidentiary weight.
6. Store the signed memorandum with your Will so your personal representative can find it.

Updating this memorandum. You can replace this memorandum at any time by signing a new dated memorandum. The most recently dated, signed memorandum controls. Destroy any superseded versions to avoid confusion at distribution time. Do not strike out, alter, or initial changes to a signed memorandum — sign a fresh one instead.

If your Will conflicts with this memorandum. Where the Will itself specifically devises a particular item, the Will controls and this memorandum has no effect on that item. Use this memorandum for items not specifically addressed by the Will.

Personal Property Memorandum

Pursuant to F.S. 732.515

I, the undersigned testator, hereby execute this Memorandum of Personal Property as a written instrument referred to in my Last Will and Testament identified below. This memorandum is intended to take effect under F.S. 732.515 of the Florida Probate Code.

IDENTIFICATION

TESTATOR FULL LEGAL NAME

DATE MY WILL WAS ORIGINALLY EXECUTED (MM/DD/YYYY)

STATUTORY RECITATIONS (PREPRINTED — NO ACTION REQUIRED)

1. This memorandum disposes of TANGIBLE PERSONAL PROPERTY only. It does not, and cannot, dispose of money or any property otherwise specifically devised by my Will.
2. No item disposed of in this memorandum is otherwise specifically devised by my Will. To the extent of any conflict, my Will controls.
3. I describe each item and devisee in this memorandum with reasonable certainty so that my personal representative can identify what each devisee is to receive.
4. I may revoke or amend this memorandum at any time by executing a new dated memorandum. The most recently signed memorandum controls.
5. This memorandum is not itself a will or codicil. It is given effect only because my Will refers to it, pursuant to F.S. 732.515.

Items

Describe each item and the recipient's full legal name with reasonable certainty. Use the Notes column for any clarification about location, history, or how the item should reach the recipient.

#	ITEM DESCRIPTION	RECIPIENT (FULL LEGAL NAME)	NOTES (OPTIONAL)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

TESTATOR INITIALS (THIS PAGE)

Continuation

Use this page only if you have more items than fit on the previous page. If you do not need this page, simply leave it blank or attach it to the back. Initial below if any rows are used.

#	ITEM DESCRIPTION	RECIPIENT (FULL LEGAL NAME)	NOTES (OPTIONAL)
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			

TESTATOR INITIALS (THIS PAGE, IF USED)

Signature

I have read this entire Personal Property Memorandum (including any continuation page used). I sign it freely, as my act and deed, to be read with and as part of my Will identified above.

TESTATOR SIGNATURE

PRINTED NAME

DATE SIGNED (MM/DD/YYYY)

Witness and notary blocks (optional). F.S. 732.515 does not require witnesses or notarization. The blocks below are optional and provided only to add evidentiary weight if you and your attorney decide that's prudent — for example, if you anticipate a contest or want a third party to confirm your signature. Skip this section entirely if you don't want to use it.

OPTIONAL WITNESS BLOCK

WITNESS 1 SIGNATURE

PRINTED NAME

ADDRESS

DATE

WITNESS 2 SIGNATURE

PRINTED NAME

ADDRESS

DATE

OPTIONAL NOTARY ACKNOWLEDGMENT

State of Florida, County of _____

On this ____ day of _____, 20____, before me, the undersigned officer, personally appeared the above-named Testator, who is personally known to me or who has produced _____ as identification, and who acknowledged before me that they executed the foregoing instrument for the purposes therein stated.

NOTARY PUBLIC SIGNATURE

PRINTED NAME

MY COMMISSION NUMBER

MY COMMISSION EXPIRES

This Personal Property Memorandum is provided as a template for personal use under F.S. 732.515 of the Florida Probate Code. It is intended to supplement an existing will that contains language referring to a separate written memorandum. It does not create a will, replace a will, or transfer real estate, securities, money, or Florida homestead property. Bancroft does not provide legal, tax, or financial advice. Consult with a Florida-licensed estate attorney for advice tailored to your circumstances.