

INSTRUCTIONS FOR COMPLETING  
INVENTORY AND INFORMATION REPORT CC-GN-011

填写说明  
《财产目录和信息报告》CC-GN-011  
(Md. Rule 10-707)  
(《马里兰州规则》第 10-707 条)

Read these instructions before completing the **Inventory and Information Report form** (CC-GN-011). These instructions may help you complete the Inventory and Information Report and are informational only. They are not intended as legal advice.

请在填写表格《财产目录和信息报告》(CC-GN-011) 之前, 仔细阅读本说明。本说明可以帮助您填写《财产目录和信息报告》, 但仅供参考。这些说明并非旨在用作法律建议。

**WHO SHOULD USE THIS FORM?**

**谁应该使用此表格?**

Use Form CC-GN-011 if you were appointed guardian of the property of a minor or disabled person.  
如果您被任命为未成年人或残疾人士的财产监护人, 请使用表格 CC-GN-011。

**File the Inventory and Information Report with the court within 60 days of appointment as guardian of the property.**

请在被任命为财产监护人后 60 天内向法院提交《财产目录和信息报告》。

If you cannot file the Inventory and Information Report on time, ask the court in writing for permission to file it later.  
如果您无法按时提交《财产目录和信息报告》, 请以书面形式请求法院允许延期提交。

**WHAT IS THE INVENTORY AND INFORMATION REPORT?**

**什么是《财产目录和信息报告》?**

The Inventory and Information Report lists all assets and income in the guardianship estate when a guardian of the property is appointed. The guardianship estate includes all of the minor or disabled person's assets (property) including income, real and personal property, stocks, bonds, and investments. It also includes expenses and debts, insurance policies, and property the minor or disabled person has an interest in such as jointly-owned accounts or property.

《财产目录和信息报告》列出了截至任命财产监护人受监护财产中的所有资产和收入。受监护财产包括未成年人或残疾人士的所有资产(财产), 包括收入、不动产和个人财产、股票、债券和投资。还包括支出和债务、保险单以及未成年人或残疾人士享有权益的财产, 如共有账户或财产。

The Inventory and Information Report informs the court about what is in the guardianship estate and will be used to compare future reports.

《财产目录和信息报告》向法院说明了受监护财产的范围, 并将用于与后续报告进行对比。

**HOW DO I COMPLETE THE INVENTORY AND INFORMATION REPORT?**

**如何填写《财产目录和信息报告》?**

If you are the guardian of the property of a minor or disabled person, follow these three (3) steps:  
如果您是未成年人或残疾人士的财产监护人, 请遵循以下三 (3) 个步骤:

☐ **STEP 1. Identify all assets in the guardianship estate.**

**第 1 步. 确定受监护财产中的所有资产。**

The guardianship petition is a good starting point for identifying all of the minor or disabled person's property. It may not provide a *complete* picture.

从监护申请书着手来确定未成年人或残疾人士的所有财产是一个不错的选择。但并非详尽无遗。

Ways to find property that is not listed in the petition:

可以通过以下方法找出申请书中未列出的财产:

- **Gathering and reviewing the minor or disabled person's personal papers.** Look for wills, living wills, or trust documents. Look through old mail to see if there are statements for bank accounts, stocks, bonds, or mutual funds.  
**收集和审查未成年人或残疾人士的个人文书。**查阅遗嘱、生前遗嘱或信托文件。翻阅旧邮件,看看是否有银行账户、股票、债券或共同基金的报表。
- **Reviewing old tax returns.** Contact the IRS and ask for the last several years of the minor or disabled person's tax returns.  
**审查之前的纳税申报单。**联系 IRS, 要求提供未成年人或残疾人士最近几年的纳税申报单。
- **Running the minor or disabled person's credit report.** Credit reports are a good source of information about outstanding debts. The Fair Credit Reporting Act requires the nationwide credit reporting companies Equifax, Experian, and TransUnion to provide free credit reports every 12 months. To order credit reports on behalf of the minor or disabled person, visit [www.annualcreditreport.com](http://www.annualcreditreport.com), or call 1-877-322-8228.  
**审查未成年人或残疾人士的信用报告。**信用报告是一个不错的未偿债务信息来源。《公平信用报告法》要求全国范围内的信用报告公司 Equifax、Experian 和 TransUnion 每 12 个月免费提供一次信用报告。如需代表未成年人或残疾人士要求提供信用报告, 请访问 [www.annualcreditreport.com](http://www.annualcreditreport.com) 或致电 1-877-322-8228。
- **Filing a change of address with the U.S. Postal Service.** Redirect the minor or disabled person's mail to you as "guardian for [minor or disabled person]." Look for monthly statements from financial institutions, creditors, and insurance companies.  
**向美国邮政服务公司备案地址变更。**您作为"[未成年人或残疾人士]的监护人", 将其邮件改派给您。查阅金融机构、债权人和保险公司的月度报表。
- **Inventorying the minor or disabled person's property.** Search the minor or disabled person's home or anywhere else that property may be stored. Inventory cars, computers, jewelry, art, or anything else of value. Contact the Motor Vehicle Administration to see if the minor or disabled person owns any vehicles.  
**清查未成年人或残疾人士的财产。**搜查未成年人或残疾人士的住房或其他可能存放财产的地方。盘点汽车、电脑、珠宝、艺术品或任何其他有价值的财产。联系机动车管理局, 核实未成年人或残疾人士是否拥有任何交通工具。

☐ **STEP 2. Complete the Inventory and Information Report form (CC-GN-011).**

**第 2 步。填写《财产目录和信息报告》(CC-GN-011)。**

Once you identify all assets in the guardianship estate, fill out the Inventory and Information Report form. Write "not applicable" or "N/A" in sections where you have no information. If there is not enough room to list all of the minor or disabled person's assets, attach additional pages.

确定了受监护财产中的所有资产后, 请填写表格《财产目录和信息报告》。如果您未掌握填写某一部分所需的相关信息, 请写明“不适用”或“N/A”。如果空间不足以列出未成年人或残疾人士的所有资产, 请另附纸页。

**CC-GN-011 form tips:**

**表格 CC-GN-011 填写注意事项:**

- **Part I. Section A. REAL ESTATE.** List the address, mortgage company or lender's name, and mortgage balance of any real property in the guardianship estate. Unless the court tells you to, you do not need to hire an appraiser to determine the fair market value of real property in the guardianship estate. You can use the tax assessed property value or a website such as Zillow ([www.zillow.com](http://www.zillow.com)). To find the tax assessed property value of real estate in Maryland, use the State Department of Assessments & Taxation real property data search tool available at <http://sdat.maryland.gov/realproperty>.  
**第 I 部分。A 节。不动产。**请列出受监护财产中任何不动产的地址、抵押公司或放款人名称以及抵押贷款余额。除非法院有要求, 您不需要聘请估价师来确定受监护财产中不动产的公允价值。您可以使用已估税的财产价值或 Zillow 等网站 ([www.zillow.com](http://www.zillow.com))。如需查找马里兰州不动产的已估税财产价值, 请使用 <http://sdat.maryland.gov/realproperty> 上提供的州评估和税务部不动产数据检索工具。

- **Part I. Section B. CASH AND CASH EQUIVALENTS.** List any bank or investment accounts, account numbers (last 4 digits), and fair market value of each account at the time of your appointment. Look at statements from the financial institutions to find the value of accounts.  
**第 I 部分。B 节。现金及现金等价物。**请列出任何银行或投资账户、账号(后 4 位)以及各账户在您获得任命时的公允市场价值。账户价值可查阅金融机构的报表。
- **Part I. Section F. PERSONAL PROPERTY.** List any property valued over \$2,500 including computers, furniture, jewelry, art, and other valuable collectibles.  
**第 I 部分。F 节。个人财产。**请列出任何价值超过 \$2,500 的财产, 包括电脑、家具、珠宝、艺术品和其他贵重藏品。
- **Part I. Section G. OTHER.** List any items that have a cash value such as insurance policies, partnerships, or cemetery plots.  
**第 I 部分。G 节。其他。**列出任何具有现金价值的物品, 如保险单、合伙企业或墓地。

☐ **STEP 3. File the Inventory and Information Report with the court.**  
**第 3 步。向法院提交《财产目录和信息报告》。**

Remember, you must file the Inventory and Information Report within 60 days of your appointment as guardian of the property.

谨记, 您必须在被任命为财产监护人后 60 天内提交《财产目录和信息报告》。