

GUARDIAN AND CONSERVATOR REPORTING REQUIREMENTS

Deadlines to remember for guardianship filings:

The **Initial Report of Guardian** is due within six (6) months from date of appointment. This report covers the status of the person under guardianship during the first four (4) months of the guardianship.

Subsequent reports are due annually within four (4) months from the last day of the twelve (12) month period.

Example: A guardianship hearing occurs on September 15, 2017

	<i>Period Covered</i>	<i>Due on or before</i>
<i>Initial Report</i>	<i>Sept 15, 2017 - Jan 15, 2018</i>	<i>Mar 15, 2018</i>
<i>Annual Report(s)</i>	<i>Jan 15, 2018 - Jan 15, 2019</i>	<i>May 15, 2019</i>
	<i>Jan 15, 2019 - Jan 15, 2020</i>	<i>May 15, 2020</i>

Blank [Report of Guardian of an Incapacitated Adult](#) forms can be found by clicking on this link.

The completed and signed Report of Guardian can be mailed, along with a \$5.00 filing fee, to:

Department of Human Services, Aging and Disability Services Division
2100 Washington Blvd, 4th Floor
Arlington, VA 22204
Attn: Guardianship Program

If you have any questions, or need assistance, contact the Guardianship Program at 703-228-1700.

GUARDIAN AND CONSERVATOR REPORTING REQUIREMENTS

Deadlines to remember for conservatorship filings:

The **Inventory of the Estate** is due within four (4) months from the date of appointment.

The **Initial Accounting** is due within six (6) months from the date of appointment and covers the first four (4) months of the conservatorship.

Each subsequent **Annual Accounting** is due within sixteen (16) months from the end date of the last submitted report and should cover a 12-month period.

Example: A conservatorship hearing occurs on September 15, 2017.

	<i>Period Covered</i>	<i>Due on or before</i>
<i>Inventory</i>	<i>n/a</i>	<i>Jan 15, 2017</i>
<i>Initial Accounting</i>	<i>Sept 15, 2017 - Jan 15, 2018</i>	<i>Mar 15, 2018</i>
<i>Annual Accounting(s)</i>	<i>Jan 15, 2018 - Jan 15, 2019</i>	<i>May 15, 2019</i>
	<i>Jan 15, 2019 - Jan 15, 2020</i>	<i>May 15, 2020</i>

Blank forms can be found on-line by clicking the links below.

[Inventory of the Estate](#)

[Accounting of the Estate](#)

The completed and signed Inventory and Accounting can be mailed, along with the appropriate filing fee, to:

OFFICE OF THE COMMISSIONER OF ACCOUNTS
Courthouse, Suite 6500
1425 N. Courthouse Road
Arlington, Virginia 22201

Note: Filing fees for the Inventory and the Accounting are provided by the Clerk of Court at the time of qualification.

If you have any questions, or need assistance, contact the Commissioner of Accounts at 703-228-7150.