

PERSONAL E S T A T E

A Personal Record of Assets and Obligations

INVENTORY



Property of:

WHAT TO KEEP IN YOUR SAFE DEPOSIT BOX OR OTHER SAFE PLACE

What to keep permanently:

- ☐ Birth Certificate
- ☐ Will
- ☐ Marriage Record
- ☐ Social Security Card
- ☐ Paid Mortgage or Loan Contracts
- ☐ Real Estate Deeds
- ☐ Records of jointly owned property
- ☐ Other real estate papers

What to keep for 7 years:

- ☐ Savings pass book (after closed)
- ☐ Canceled checks
- ☐ Check stubs
- ☐ Bank statements
- ☐ Receipted bills and sales slips
- ☐ Property investment records

For 10 years:

- ☐ Income tax records

While in the force:

- ☐ U.S. Savings Bonds
- ☐ Warranties and instruction books

During ownership (plus 7 years):

- ☐ Stocks and bonds records

Other:

- ☐ Insurance policies (consult agency)

By maintaining a comprehensive record of your personal affairs, you can keep important information available for easy access. In time of emergency, it is important that you, and your family, be able to take immediate action with regard to financial affairs.

Also, an inventory is invaluable when death occurs.
This booklet can be as comprehensive as you deem necessary.

Advise family members of this record, and where it is kept.

A once-a-year update is advised.

IMPORTANCE OF LAST WILL AND TESTAMENT

The information you enter in this book will be of value to family and personal representatives in the event of your death. It will not, however, determine the disposition of your property. Only your Last Will and Testament can do that. If you do not have a Will, you may wish to consult your attorney and arrange to prepare one.

I have a WILL, which was prepared on: _____
(Date)

Located at: _____

Executor(s): _____

Address/Telephone: _____

LIVING WILL INFORMATION

The law pertaining to Living Wills, Act 169 of 2006, was updated in 2006 and provides for implementation of a Living Will, which details the wishes of a person pertaining to the extent of life preserving efforts he or she wants extended in the event of terminal illness or complete incapacity. If you have made a decision on this matter, it is important that your wishes be put in writing. Because of the complexities of this issue, it is wise to consult an attorney on the matter of a Living Will.

I have a LIVING WILL, which was prepared on: _____
(Date)

Located at: _____

Executor(s): _____

Address/Telephone: _____

PERSONAL DATA

Date of Birth: _____

Place of Birth: _____
(Country, State, City, County, Township)

Location of Birth Certificate: _____

Naturalization Papers: _____

Location of Marriage Certificate: _____

Naturalization Papers: _____

Location of Marriage Certificate: _____ Date: _____

Location of Divorce Papers: _____ Date: _____

Social Security Number: _____

Name of Spouse: _____

Address : _____

Names of Children/Addresses: _____

Name of Father: _____

Date of Birth: _____ Date of Death: _____

Name of Mother (Maiden): _____

Date of Birth: _____ Date of Death: _____

Names of Brothers/Sisters: _____

MILITARY SERVICE

Branch of Service: _____

Dates of Services: From: _____ To: _____

Service No. #: _____

Discharge Papers Located at: _____

G.I. Insurance Policy #: _____

VA Claim #: _____

Federal Benefits for orphans and widows of veterans are as follows:

- ☐ Burial in national cemeteries
- ☐ Burial flag for veterans (obtain at Post Office)
- ☐ Burial expense reimbursement
- ☐ Compensation for widows and orphans if death was not service connected
- ☐ Pension for widows and minor children if death was not service connected
- ☐ Parent's compensation
- ☐ Children's Education – for children of veterans whose death was service connected or who are 100% disabled
- ☐ Home loans for widows – un-remarried widows of veterans who die of service connected causes are eligible for G.I. Home Loan
- ☐ Headstone or Grave marker
- ☐ For information, contact the Regional Veterans' Administration offices in Philadelphia and Pittsburgh or V.A. contact offices located throughout the state in larger communities. Veterans' organizations service officers and county directors of veteran's offices are also qualified to provide benefit information and service.

State benefits for widows and orphans are as follows:

- ☐ Emergency financial aid for needy widows
- ☐ Scholarship assistance for children of veterans whose death was service connected or who are 100% disabled
- ☐ Scotland School for Veterans' children
- ☐ Real estate tax exemption for needy un-remarried widows of veterans who were 100% disabled

For information or assistance in applying for State benefits, contact the local County Director of Veterans' Affairs.

SAFE DEPOSIT BOX

A safe deposit box is an inexpensive form of protection for important papers and records against fire and theft. Certain items can not be replaced once lost or destroyed.

BANK: _____

Address: _____

Box No. #: _____

Key No. #: _____

Those having access to box: _____

Location of key: _____

Contents of box as of: _____ Date: _____

BANK: _____

Address: _____

Box No. #: _____

Key No. #: _____

Those having access to box: _____

Location of key: _____

Contents of box as of: _____ Date: _____

COMPANY/BANK NAME: _____
(Common, Preferred, Bond, Debenture)

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian : _____

Address: _____

COMPANY/BANK NAME: _____
(Common, Preferred, Bond, Debenture)

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian : _____

Address: _____

COMPANY/BANK NAME: _____
(Common, Preferred, Bond, Debenture)

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian : _____

Address: _____

OTHER PERSONAL PROPERTY

I own the following types of personal property:

- ☐ Automobile
- ☐ Machinery
- ☐ Boat
- ☐ Sports Equipment
- ☐ Hobby Equipment
- ☐ Tools
- ☐ Heirlooms/Antiques
- ☐ Valuable Collections
- ☐ (Art, books, coins, gems, minerals, stamps, etc.)
- ☐ Household furnishings
- ☐ Jewelry
- ☐ Clothing
- ☐ Recreational Vehicles

☐ Other (list): _____

An itemized inventory of this property, including item name, description, location and name of joint owner (if any) can be found at:

COMPANY NAME: _____
(Common, Preferred, Bond, Debenture)

Date Bought _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Broker: _____

Address: _____

Phone: _____

COMPANY NAME: _____
(Common, Preferred, Bond, Debenture)

Date Bought _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Broker: _____

Address: _____

Phone: _____

COMPANY NAME: _____
(Common, Preferred, Bond, Debenture)

Date Bought _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Broker: _____

Address: _____

Phone: _____

CERTIFICATES OF DEPOSIT

[illegible]

SAVINGS BONDS

[illegible]

Value: _____ Date: _____

Location of Savings Bonds: _____

MUTUAL FUNDS

COMPANY NAME: _____

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian Bank: _____

Address: _____

Date Sold: _____

Shares: _____ Price \$: _____ Amount : _____

COMPANY NAME: _____

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian Bank: _____

Address: _____

Date Sold: _____

Shares: _____ Price \$: _____ Amount : _____

COMPANY NAME: _____

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian Bank: _____

Address: _____

Date Sold: _____

Shares: _____ Price \$: _____ Amount : _____

COMPANY NAME: _____

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian Bank: _____

Address: _____

Date Sold: _____

Shares: _____ Price \$: _____ Amount : _____

COMPANY NAME: _____

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian Bank: _____

Address: _____

Date Sold: _____

Shares: _____ Price \$: _____ Amount : _____

COMPANY NAME: _____

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian Bank: _____

Address: _____

Date Sold: _____

Shares: _____ Price \$: _____ Amount : _____

BUSINESS INFORMATION

Name of Firm: _____

Address: _____

Principals: _____

Association: _____

Owner/Partner/Employee: _____

Position: _____

Length of Service: From: _____ To: _____

Income: _____

Position Benefits: _____

Insurance Benefits: _____

Social Security: _____

Other Benefits: _____

Additional information available from: _____

EMPLOYMENT BENEFIT ARRANGEMENTS

Employer: _____

Address: _____

Telephone: _____

Date of Employment: _____

Date of Retirement/Termination: _____

Social Security #: _____

Employee benefits: _____

Retirement plans: _____

Health Coverage: _____

Health Plan #: _____

Name of Company Benefits Specialist: _____

Address: _____

Phone: _____

INSURANCE **(AUTO, LIFE, ACCIDENT, DISABILITY)**

Insurance is an important source of immediate cash for the family. Policies and premium receipts should be preserved in a safe place. A record of policy numbers, insurance companies, beneficiaries, etc. should be given out to your executor, with a copy placed in the safe deposit box.

COMPANY: _____

Address: _____

Policy #: _____ Type: _____ Date of Policy: _____

Face Value: _____

Beneficiary(s): _____

Location of Policy: _____

Agent/Address/Phone: _____

Loans Against Policy: _____

COMPANY: _____

Address: _____

Policy #: _____ Type: _____ Date of Policy: _____

Face Value: _____

Beneficiary(s): _____

Location of Policy: _____

Agent/Address/Phone: _____

Loans Against Policy: _____

COMPANY: _____

Address: _____

Policy #: _____ Type: _____ Date of Policy: _____

Face Value: _____

Beneficiary(s): _____

Location of Policy: _____

Agent/Address/Phone: _____

Loans Against Policy: _____

The beneficiaries of all insurance policies should be kept current at all times. Often, life insurance policies derived from membership in organizations such as the American Legion, VFW, automobile and travel clubs, and fraternal societies are overlooked by beneficiaries.

I belong to the following organizations which provide such benefits:

EXISTING TRUST FUNDS

Establishing a trust fund is one way to provide for the care of dependents. Living Trusts are established during life. Testamentary trusts are those established by will, after death.

LIVING TRUST BENEFICIARY

Date of Establishment: _____

Agreement located at: _____

Trustees: _____

Attorney: _____

Date of Establishment: _____

Agreement located at: _____

Trustees: _____

Attorney: _____

PERSONAL DEBTORS AND CREDITORS

The following owe money to me:

Exclusive of secured loans, such as mortgages, I owe to the following:

Copies of notes, loan agreements and receipts are located at:

REAL ESTATE

DESCRIPTION: _____

Location of Property: _____

Purchase Price: _____ Date: _____

Deed Amount: _____ Location of Deed: _____

Amount of Mortgage: _____

Type: _____

Mortgage Payments \$: _____

Name of Mortgagor: _____

Address: _____

Property Leased to: _____

Address: _____

Gross Income \$: _____

Insurance on Property: _____

DESCRIPTION: _____

Location of Property: _____

Purchase Price: _____ Date: _____

Deed Amount: _____ Location of Deed: _____

Amount of Mortgage: _____

Type: _____

Mortgage Payments \$: _____

Name of Mortgagor: _____

Address: _____

Property Leased to: _____

Address: _____

Gross Income \$: _____

Insurance on Property: _____

REAL ESTATE IMPROVEMENTS

[illegible]

PROFESSIONAL ADVISORS

Attorney: _____

Address: _____

Phone: _____

Trustee: _____

Address: _____

Phone: _____

Executor(s): _____

Address: _____

Phone: _____

BURIAL INFORMATION

Cemetery Plot owned at: _____

Deed located at: _____

I have given information regarding my funeral: _____

☐ Will

☐ Letter

☐ Other

TAX RETURNS

Copies of tax returns are often needed in preparing returns for settling an estate.

Copies of income tax returns are located: _____

Current tax information located: _____

INDIVIDUAL RETIREMENT ACCOUNTS (IRA'S)

COMPANY/BANK NAME: _____

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian Bank: _____

Address: _____

COMPANY/BANK NAME: _____

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian Bank: _____

Address: _____

COMPANY/BANK NAME: _____

Address: _____

Date Bought: _____ Certificate #: _____

Shares: _____ Price \$: _____ Amount \$: _____

Location of Certificate: _____

Custodian Bank: _____

Address: _____

BANK ACCOUNTS

Thousand of dollars are lost each year in unclaimed bank accounts by unknowing families who did not have knowledge of the accounts.

BANK/CREDIT UNION/SAVINGS & LOAN: _____

Address: _____

Account No #: _____ Location of Book: _____

Type of Account: _____

BANK/CREDIT UNION/SAVINGS & LOAN: _____

Address: _____

Account No #: _____ Location of Book: _____

Type of Account: _____

BANK/CREDIT UNION/SAVINGS & LOAN: _____

Address: _____

Account No #: _____ Location of Book: _____

Type of Account: _____

BANK/CREDIT UNION/SAVINGS & LOAN: _____

Address: _____

Account No #: _____ Location of Book: _____

Type of Account: _____

BANK/CREDIT UNION/SAVINGS & LOAN: _____

Address: _____

Account No #: _____ Location of Book: _____

Type of Account: _____

SECURITIES

Valuable rights are often lost because the owners of stock certificates and bonds cannot be located. Records of Purchase and Sale, etc., are needed for tax purposes.

COMPANY NAME: _____
(Common, Preferred, Bond, Debenture)

Date Bought: _____ Certificate #: _____

Unit Price #: _____ # Shares: _____ Amount \$: _____

Location of Certificate: _____

Broker: _____

Address: _____

Phone: _____

COMPANY NAME: _____
(Common, Preferred, Bond, Debenture)

Date Bought: _____ Certificate #: _____

Unit Price #: _____ # Shares: _____ Amount \$: _____

Location of Certificate: _____

Broker: _____

Address: _____

Phone: _____

COMPANY NAME: _____
(Common, Preferred, Bond, Debenture)

Date Bought: _____ Certificate #: _____

Unit Price #: _____ # Shares: _____ Amount \$: _____

Location of Certificate: _____

Broker: _____

Address: _____

Phone: _____

[illegible]

[illegible]

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