

Asset Worksheet

INSTRUCTIONS FOR COMPLETING THE *PROPERTY INFORMATION CHECKLIST*

- General Headings** This *Property Information* checklist is designed to help you list all the property you own and what it is worth. You probably won't own property under all the headings, if not just leave those blank. Under certain headings you may own more property than can be listed on this checklist. If so, use **extra sheets** to paper to list your additional property.
- Type** Immediately after the heading for each kind of property is a brief explanation of what property you should list under that heading.
- “Owner” of Property** How you own your property is extremely important for purposes of properly designing and implementing your estate plan. For each property, please indicate how the property is titled. When doing so, please use the following abbreviations:

<u>Owner of Property</u>	<u>Use</u>
If married, Husband's name alone, with no other person	H
If married, Wife's name alone, with no other person	W
If married, Joint Tenancy with spouse	JTS
Joint Tenancy with someone other than a spouse, i.e. a child, Parent, etc.	JTO
If you cannot determine how the property is owned	?

REAL PROPERTY

Any interest in real estate including your family residence, vacation home, time share, vacant land, etc.

General Description and/or Address	Owner	Value	Balance
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FURNITURE AND PERSONAL EFFECTS

List separately only major personal effects such as jewelry, collections, antiques, furs, and all other valuable non-business personal property (*indicate type below and give a lump sum value for miscellaneous, less valuable items.*)

Type of Description	Owner	Market Value
Miscellaneous Furniture and Household Effects (Total)		

AUTOMOBILES, BOATS AND RVS

For each motor vehicle, boat, RV, etc. please list the following: **Make, Model, Year, VIN#, how titled, market value and encumbrance:**

BANK & SAVINGS ACCOUNTS

Checking Account "CA", Savings Account "SA", Certificates of Deposit "CD", Money Market "MM" (*indicate type below*). Do not include IRAs or 401(k)s here

<u>Institution</u>	<u>Branch Location</u>	<u>Account No.</u>	<u>Type</u>	<u>Owner</u>	<u>Amount</u>
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Note: If Account is in your name (or your spouse's name) for the benefit of a minor, please specify and give minor's name.

STOCKS AND BONDS

List any and all stocks and bonds you own. If held in a brokerage account, lump them together under each account and provide brokerage firm's information.

Stocks, Bonds or Investment Accounts	Type Acct.	Number	Owner	Amount
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LIFE INSURANCE POLICIES AND ANNUITIES

Term (T), whole life (WL), split dollar (S), group life (G), annuity (A). **ADDITIONAL INFORMATION:** Insurance company, type, face amount (death benefit), whose life is insured, who owns the policy, the current beneficiaries, and who the life insurance agent is and the agency.

Type Insurance Company **Policy/Account Number** Face amount (death benefit) **Life(s) Insured** Policy Owner
Current Beneficiaries Insurance Agency and Agency Name

1. _____

2. _____

3. _____

4. _____

RETIREMENT PLANS

TYPE: Pension (P), Profit Sharing (PS), H.R. 10, IRA, SEP, 401(K). **ADDITIONAL INFORMATION:** who the plan is through and contact information, the plan name, the current value of the plan, the owner of the plan, and the beneficiary or beneficiaries if any.

BUSINESS INTERESTS

TYPE: General and Limited Partnerships, Sole Proprietorships, privately owned corporations, professional corporations, oil interests, farm and ranch interests. **ADDITIONAL INFORMATION:** Give a description of the interests, who has the interest, your ownership in the interests, and the estimated value of the interests.

MONEY OWED TO YOU

Mortgages or promissory notes payable to you, or other moneys owed to you.

Name of Debtor	Date of Note	Maturity Date	Owed to	Current Balance
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ANTICIPATED INHERITANCE, GIFT, OR LAWSUIT JUDGMENT

Gifts or inheritances that you expect to receive at some time in the future; or moneys that you anticipate receiving through a judgment or a lawsuit. **Describe in appropriate detail.**

Description _____

OTHER ASSETS

Other property is any property that you have that does not fit into any listed category.

Type	Owner	Value
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SUMMARY OF VALUES

<u>ASSETS</u>	Total Amounts*:		
	<u>Husband</u>	<u>Wife</u>	<u>Total Value</u>
Real Property	_____	_____	_____
Furniture and Personal Effects	_____	_____	_____
Automobiles, Boats and RV's	_____	_____	_____
Bank and Savings Accounts	_____	_____	_____
Stocks and Bonds	_____	_____	_____
Life Insurance and Annuities	_____	_____	_____
Retirement Plans	_____	_____	_____
Business Interests	_____	_____	_____

Money owed to you	_____	_____	_____
Anticipated Inheritances, Etc.	_____	_____	_____
Other Assets	_____	_____	_____
Total Assets:	_____	_____	_____

**Joint Property values enter 1/2 in husband's column and 1/2 in wife's column.*