

Inventory of Property, Investments and Debts

Over a lifetime, we accumulate a lot of things...sometimes even debts! A home, cars, cottages, accounts with various financial institutions, RRSPs, personal loans, mortgages - if something happened to you, would your relatives and the person in charge of your estate know where to find your important documents? It might be difficult for them, right?

Luckily, you've thought ahead. You've taken the time to make an inventory of what you own and what you owe. Your inventory also says where you've put your documents. You also told two people where they can find your inventory and documents. Also, your inventory is up to date.

An inventory of your belongings, property, investments and debts... it's the best way to help your family settle your affairs. Congratulations!

Date inventory prepared: _____

1) PERSONAL INFORMATION

Identification

List your personal information and that of your children under age 18.

Name: _____

Address: _____

Occupation: _____

Status (married, not married, etc.): _____

Citizenship: _____

If you are a citizen of more than one country, mention this along with all relevant information (e.g., passport number and other important numbers)

Date of birth: _____

Social insurance number: _____

Health insurance number: _____

Passport number: _____

Children Under 18 Years of Age

Name: _____

Address: _____

Citizenship: _____

If they are citizens of more than one country, mention this along with all relevant information (e.g., passport number and other important numbers)

Date of birth: _____

Social insurance number: _____

Health insurance number: _____

Passport number: _____

Important Documents

Mention where you have stored these documents. If your children are under 18, put their documents with yours.

Mandate, Powers of Attorney, Will and Funeral Arrangements

Pre-arranged funeral contract: _____

Protection mandate (mandate in anticipation of incapacity): _____

Powers of attorney: _____

Valuation reports (jewelry, artwork, etc.): _____

Will: _____

Living will: _____

Citizenship and Adoption

Certificate of adoption or adoption judgment: _____

Certificate of citizenship, permanent residency card, visa: _____

Birth certificate: _____

Marital Status

Divorce certificate: _____

Marriage or civil union contract: _____

Cohabitation contract (common-law couples): _____

Declaration of dissolution of civil union: _____

Court Judgments (decisions)

Judgment for divorce, for separation from bed and board or for dissolution of a civil union: _____

Other important court judgments: _____

Contracts, Agreements, Deeds

Deeds for gifts: _____

Trust deeds: _____

Contracts for partnerships and associations: _____

Important contracts (loans, leases, etc.): _____

Shareholder agreements: _____

Articles of incorporation and bylaws of companies: _____

Discharges (releases): _____

Financial Documents

Income tax returns: _____

Current files (bills, receipts): _____

Other Important Documents

Firearm registration certificate: _____

Firearm possession or purchase permits: _____

Legal Proceedings Ongoing

Cases in Court

Subject matter of the case: _____

Court file number: _____ Legal advisors: _____

Any Files in the Hands of Advisors (lawyers, notaries, financial planners, etc.)

Subject matter: _____ Professional: _____

Negotiations and Mediations

Subject matter: _____ Professional: _____

Electronic Billing

Electronic Billing

Email address for receipt of bills: _____

Password: _____

Company: _____
Account number: _____

Company: _____
Account number: _____

Company: _____
Account number: _____

2) ASSETS

Homes, Buildings, Land

Don't forget to include property in other countries.

Main Residence

You are the only owner Co-owner

Name of co-owner: _____

Address: _____

Other Property (second home, revenue property, land)

You are the only owner Co-owner

Name of co-owner: _____

Address: _____

Mention where your documents are stored.

Title document for home: _____

Title documents for second home or land: _____

Certificate of location: _____

Loan or mortgage discharge papers: _____

Property tax statement: _____

School tax statement: _____

Leases: _____

Vehicles

Cars, Vans, All-Terrain Vehicles, Motorcycles, Ski-Doos

Type of vehicle: _____ Registration: _____

Own

Lease

Lease company: _____

Type of vehicle: _____

Registration: _____

Own

Lease

Lease company: _____

Mention where the documents are stored:

Registration certificates: _____

Driver's licence: _____

Keys: _____

Purchase contracts: _____

Lease contracts: _____

Contracts for storage: _____

Parking permits: _____

Other Personal Belongings

Boats, Furniture, Jewelry, Collections, etc.

Type: _____ Where stored: _____

Description: _____

Type: _____ Where stored: _____

Description: _____

Goods in Storage

Type: _____

Where keys and contracts for storage are stored: _____

Accounts

Include information for accounts of any children under 18.

Financial Institutions

Checking and savings accounts

Branch: _____

Account number: _____

Branch: _____

Account number: _____

Joint accounts

Other person holding account: _____

Branch: _____

Account number: _____

Business accounts

Business name: _____

Branch: _____

Account number: _____

Brokerage Firm

Branch: _____

Name of broker: _____

Account number: _____

Safety Deposit Box

Branch: _____

Box number: _____

Investments

List your investments. Include all information needed to trace the accounts and attach you most recent statements. Don't forget account in other countries and accounts in the names of your children.

Shares/Investments

Institution: _____

Account number: _____

Institution: _____

Account number: _____

Savings Bonds

Institution: _____
Account number: _____

Registered Educations Savings Plans

Beneficiary (family, individual or group): _____
Company: _____
Account number: _____

Child beneficiary: _____
Institution: _____
Account number: _____

Shares in Private Companies

Company: _____
Name of broker: _____
Where share certificates are stored: _____

Other (trusts, trust accounts, etc.)

Institution: _____
Account number: _____

Institution: _____
Account number: _____

Benefits and Pensions

Quebec Pension Plan

File number: _____ Where stored: _____

Canada Pension Plan

File number: _____ Where stored: _____

Group Pension Plan

Name of employer / institution / plan: _____
Address: _____
Type: _____

RRSP

Institution: _____

Account number: _____

Other Pension Plans

Institution: _____

Account number: _____

Insurance

Life Insurance (individual and group)

Name of company: _____

Policy number: _____ Where stored: _____

Name of company: _____

Account number: _____ Where stored: _____

Mortgage Life Insurance

Name of company: _____

Account number: _____ Where stored: _____

Vehicle Insurance

Name of company: _____

Account number: _____ Where stored: _____

Home Insurance (fired, theft, liability)

Name of company: _____

Policy number: _____ Where stored: _____

Disability Insurance

Name of company: _____

Policy number: _____ Where stored: _____

Health and Dental Insurance

Name of company: _____

Policy number: _____ Where stored: _____

Other (catastrophic illness, credit card insurance, repurchase of shares of a partnership, etc.)

Name of company: _____
Policy number: _____ Where stored: _____

Money Owed to You

Name of borrower: _____
Address _____
Where loan documents stored: _____
Amount you are owed: _____

3) DEBTS

Mortgages

Main Residence

Financial institution: _____
Co-borrower: _____
Where stored: _____

Financial institution: _____
Co-borrower: _____
Where stored: _____

Other Residences and Revenue Properties

Financial institution: _____
Co-borrower: _____
Where stored: _____

Other Loans

Personal Loans

Financial institution: _____
Where stored: _____

Financial institution _____
Where stored: _____

Name of borrower: _____
Where loan documents are stored: _____
Amount borrowed and amount still owed: _____

Car Loan

Financial institution: _____
Where stored: _____

Credit Margin

Financial institution: _____
Where stored: _____

Guarantees

Name of person or business for which guarantee was given: _____
Financial institution: _____
Where stored: _____

Other Debts

Spousal or child support: _____
Installment purchase contracts: _____
Other: _____

Credit Cards

Don't forget cards you hold jointly with someone else.

Issuer: _____ Number: _____
Co-holder of card: _____
Issuer: _____ Number: _____
Issuer: _____ Number: _____

You can also ask a professional advisor to help you create your inventory. In particular, notaries have created a product for their clients that helps them list in detail all of a person's assets and debts.