



# PERSONAL ASSETS RECORD

For the Assistance of clients

FIRM DETAILS:

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Logo



*NB. Completing this list is NOT making a Will, nor is it instructions for a will*

1. WHY COMPLETE THIS LIST?

Because your Executors/Next of Kin/Solicitor could spend many unnecessary hours trying to locate and identify possessions and essential documents after your death and completion of this list could save much time and therefore legal costs.

2. WHERE SHOULD I PUT THE LIST?

Give one copy to your solicitor and, if you wish, keep a copy in another secure place.

3. HOW OFTEN SHOULD I REVIEW SAME?

The list should be updated as your assets or personal circumstances change.

PERSONAL DETAILS

Full name and address \_\_\_\_\_

Former addresses \_\_\_\_\_

Date of birth \_\_\_\_\_

PPS number and type and location of tax office \_\_\_\_\_

Occupation \_\_\_\_\_

Residence \_\_\_\_\_

Domicile of origin \_\_\_\_\_

Particulars of any instructions as to Funeral/Grave/Arrangements \_\_\_\_\_

Date of this list \_\_\_\_\_

WILL

Date of Will \_\_\_\_\_

Location of Will \_\_\_\_\_

EXECUTORS

Names and Addresses \_\_\_\_\_

Relationship to Testator if Any \_\_\_\_\_

ENDURING POWER OF ATTORNEY

Date and Location of EPA \_\_\_\_\_

Attorneys \_\_\_\_\_

Names and Addresses \_\_\_\_\_

Relationship to Donor if Any \_\_\_\_\_

CIVIL STATUS

Married/Single /Separated/ Widow/er /Divorced / Civil Partner \_\_\_\_\_

Husband's/Wife's name \_\_\_\_\_

Date of marriage \_\_\_\_\_

Date of Spouse's death, if applicable \_\_\_\_\_

If separated or divorced, where is copy of divorce or separation agreement or order for any matters affecting rights of succession or orders affecting pension or property?

Civil partner's name and current address \_\_\_\_\_

Date of registration of the civil partnership \_\_\_\_\_

Has the civil partnership been dissolved or annulled \_\_\_\_\_

Date of dissolution or annulment of same \_\_\_\_\_

If there are any agreements in place re co-habitation, where are they stored? \_\_\_\_\_

CHILDREN

Names, ages and addresses \_\_\_\_\_

Adopted/Foster/Step-Children/Non-Marital Children \_\_\_\_\_

PARTICULARS OF ASSETS (WITH APPROX. VALUES) - AND INCLUDE LIABILITIES THEREON

HOUSE AND CONTENTS

Location of Deeds \_\_\_\_\_

Is there a Mortgage? \_\_\_\_\_

If so, is there a Mortgage Protection Policy? \_\_\_\_\_

Shares, attach list if possible - location of share certificates \_\_\_\_\_

Bank Accounts – Name and Location of Bank and Account Number \_\_\_\_\_

Credit Union - Name and Location of Bank and Account Number \_\_\_\_\_

**JOINT PROPERTY/JOINT ACCOUNTS**

1. Who provided the joint property, and \_\_\_\_\_

2. Who is on death to receive the entire? \_\_\_\_\_

3. The source of the joint property. \_\_\_\_\_

4. Your relationship to the other joint holder/s \_\_\_\_\_

5. In relation to personalty, how is income being dealt with at present \_\_\_\_\_

**ANY OTHER PROPERTY?**

**DIGITAL ASSETS / RECORDS**

Please take steps to ensure that your online assets (iTunes etc.) are accessible. Consider provision in relation to digital assets.

**INSURANCE**

Life Assurance \_\_\_\_\_

Location of Policy Documents \_\_\_\_\_

Any nominated Accounts/policies \_\_\_\_\_

**ADVISORS**

Accountant \_\_\_\_\_

Solicitor \_\_\_\_\_

Stock Broker \_\_\_\_\_

Insurance Broker \_\_\_\_\_

**OTHER INFORMATION**

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