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# Personal Estate Inventory

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*A Personal Record of Assets and Obligations  
for*

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**B**y maintaining a comprehensive record of your personal affairs, you can keep important information available for easy access. In times 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. Once-a-year update is advised.

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# 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)
- Cancelled checks
- Check stubs
- Bank statements
- Receipted bills and sales slips
- Property investment records

## For 10 years

- Income tax records

## While in force

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

## During ownership (plus 7 years)

- Stocks and bonds records

## Other

- Insurance policies (consult agency)

## 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

Pennsylvania state law (Act 24 of 1992) now 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 \_\_\_\_\_

Surrogate(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 \_\_\_\_\_ 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 Service From \_\_\_\_\_ To \_\_\_\_\_

Service No. \_\_\_\_\_

Discharge Papers Located at: \_\_\_\_\_

G.I. Insurance Policy No. \_\_\_\_\_

VA Claim No. \_\_\_\_\_

## **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-unremarried widows of veterans who die of service connected causes are eligible for G.I. Home Loan
- Headstone or Gravemarker

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' organization service officers and county directors of veterans 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
- Real estate tax exemption for needy unremarried 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) \_\_\_\_\_ (date)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Bank Accounts

Thousands 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 \_\_\_\_\_

**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 \_\_\_\_\_





# Mutual Funds

**Company Name** \_\_\_\_\_

Address \_\_\_\_\_

Date Bought \_\_\_\_\_ Certificate No. \_\_\_\_\_

# Shares \_\_\_\_\_ Price \$ \_\_\_\_\_ Amount \$ \_\_\_\_\_

Location of Certificate \_\_\_\_\_

Custodian Bank \_\_\_\_\_

Address \_\_\_\_\_

Date Sold \_\_\_\_\_

# Shares \_\_\_\_\_ Price \$ \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Company Name** \_\_\_\_\_

Address \_\_\_\_\_

Date Bought \_\_\_\_\_ Certificate No. \_\_\_\_\_

# Shares \_\_\_\_\_ Price \$ \_\_\_\_\_ Amount \$ \_\_\_\_\_

Location of Certificate \_\_\_\_\_

Custodian Bank \_\_\_\_\_

Address \_\_\_\_\_

Date Sold \_\_\_\_\_

# Shares \_\_\_\_\_ Price \$ \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Company Name** \_\_\_\_\_

Address \_\_\_\_\_

Date Bought \_\_\_\_\_ Certificate No. \_\_\_\_\_

# Shares \_\_\_\_\_ Price \$ \_\_\_\_\_ Amount \$ \_\_\_\_\_

Location of Certificate \_\_\_\_\_

Custodian Bank \_\_\_\_\_

Address \_\_\_\_\_

Date Sold \_\_\_\_\_

# Shares \_\_\_\_\_ Price \$ \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Company Name** \_\_\_\_\_

Address \_\_\_\_\_

Date Bought \_\_\_\_\_ Certificate No. \_\_\_\_\_

# 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 \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_



# **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 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:

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

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

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# 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 \_\_\_\_\_

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 \_\_\_\_\_

Property Leased to \_\_\_\_\_

Address \_\_\_\_\_

Gross Income \$ \_\_\_\_\_

Insurance on Property \_\_\_\_\_



## 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 \_\_\_\_\_

**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 \_\_\_\_\_

## 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) \_\_\_\_\_

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

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