

Inventory Checklist

In order to address all the assets that need to be considered, please gather information on the applicable assets below. Indicate any co-owners, and provide each owner's interest. If an asset is subject to a liability (e.g. a mortgage), please provide information regarding the amount of the outstanding liability (as of the date of death).

1. Real Estate
 - a. Address
 - b. Amounts owing on all mortgages liens, and other encumbrances
2. Bank Accounts
 - a. Name of financial institution
 - b. Account number
 - c. Type of account (checking, savings, etc.)
 - d. Exact name(s) on account
3. Investment Accounts (including retirement accounts)
 - a. Name of financial institution
 - b. Account number
 - c. Exact name(s) on account
4. Savings Certificates and Bonds
 - a. Name of issuing institution or agency
 - b. Certificate number
 - c. Face value of certificate
 - d. Exact name(s) on certificate
5. Vehicles, Boats, and Mobile Homes
 - a. Year.
 - b. Make
 - c. Model
 - d. VIN/Serial number.
6. Life Insurance Policies (If payable to the estate)
 - a. Name & address of company
 - b. Policy number
7. Business Interests
 - a. Name and location of business.
 - b. Type of entity (partnership, corporation, limited- liability company, etc.)
 - c. Description of decedent's interest (shares, percentage ownership, etc.)
8. Promissory Notes
 - a. Exact name(s) of maker(s)
 - b. Exact name(s) of payee(s)
 - c. Original amount of note
 - d. Date note was signed
 - e. Information regarding any asset(s) that secure the note
9. Safe-deposit Boxes
 - a. Name & address of bank
 - b. Box number
10. Other Rights & Interests

- a. Contracts, such as club memberships, contractual timeshare interests, royalties, etc.
- b. Intellectual property (e.g., copyrights, patents, trademarks, etc.)
- c. Benefits and rights under existing trusts
- d. Valuable personal property