

ESTATE ASSET WORKSHEET

It is critical that you provide us with as complete an asset picture as possible **within one month of being appointed** so that we can properly and timely prepare the estate inventory. In order to get a complete picture of the decedent's assets you should:

- Review Decedent's **Mail**
- Review Decedent's **Financial Records**
- Review Decedent's **last tax return**
- Talk to Decedent's Accountant
- Talk to Heirs and Beneficiaries

1. Did the decedent have any of the following types of assets?

- A. Stocks and Bonds** _____ Yes _____ No
- B. Bank Accounts** _____ Yes _____ No
- C. Life Insurance** _____ Yes _____ No
- D. Vehicles** _____ Yes _____ No
- E. Real Property** _____ Yes _____ No

If you checked "Yes" to any of the questions above, please continue to Section 2 below; if not, please skip to Section 3.

2. Please complete chart that corresponds to all "**Yes**" answers in Section 1:

A. Stocks and Bonds

Company	Certificate/Account No.	Number of Shares/ Amount Due (if applicable)	Contact Name & Phone Number (if available)

*****Please provide us with copies of any stock certificates or bonds and any portfolio statements.*****

B. Bank Accounts

Name of Bank	Address	Account Number

*****Please provide us with copies of statements from banks, credit unions, certificates of deposit, individual retirement accounts, etc.*****

C. Life Insurance

Company	Face Value	Policy Number	Address of Company or Agent

*****Please provide us with copies of any life insurance policies the decedent or the surviving spouse (if any) had.*****

D. Vehicles

Make	Model	Year	Loan Amount Owed	Approximate Value of Vehicle

*****Please provide us with copies of the titles or registration for all motor vehicles.*****

E. Real Property

Address of Property	Primary Residence	County Where Property Located	Mortgage Company	Loan Number

*****Please provide us with copies of any real property deeds and real property tax statements.*****

3. **Debts Owed to Decedent:** Did anyone owe the decedent money? _____ Yes _____ No
 If yes, please provide us with the details of the debt owed to the decedent: _____

If money was owed to the decedent under a real estate mortgage or real estate contract, we need copies of the pertinent documents, including information regarding the collection agent or bank involved.

4. **Property Transfers:** Did the decedent make any property transfers in the last 10 years of his or her life? _____ Yes _____ No
 If yes, was each transfer made at fair market value? _____ Yes _____ No
5. **Gifts:** Did the Decedent make any gifts exceeding \$14,000 to any one person in any one year during his/her lifetime? _____ Yes _____ No
 If yes, was a gift tax return filed? _____ Yes _____ No