

Estate of _____
Prepared by: _____, Proposed Fiduciary

Estates: List of Assets & Liabilities

As the administrator, it is your fiduciary responsibility to ensure that the debts of the decedent are settled and that all of the assets of the decedent are properly distributed. It is important to collect all of the information in order for proper accounting purposes.

Section 1. Financial Resources of the Decedent: This includes all bank accounts, Life Insurance policies, 401Ks, IRAs, Mutual Funds, Savings Bonds, Stock Certificates, Safety Deposit Boxes, etc.

<u>Name of Institution & Account Number:</u>	<u>Approximate value</u>	<u>Named Beneficiary</u>

Questionnaire Continued on Next Page

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Section 2. Additional Titled Resources: This includes Safety Deposit Boxes, Titles to Automobiles or recreational vehicles, Real Property owned & location

<u>Type of Resource</u>	<u>Type of Ownership (Joint, Sole)</u>	<u>Identifying Information (VIN, Address, Account Number)</u>	<u>Estimated Value</u>

Section 3. Personal Property: This includes Jewelry, Furniture, Keepsakes & other items not otherwise mentioned.

<u>Type of Property</u>	<u>Estimated Value</u>

Questionnaire Continued on Next Page

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Section 4. Liabilities: This includes items that need to be paid such as mortgages, car loans, utility bills, Unpaid taxes or any account with balance due and owing:

<u>Type of Liability</u>	<u>Name of Creditor & Account Number</u>	<u>Amount of Debt Outstanding</u>

Section 5. Other: Any other items not otherwise included or anything else you would like to explain

To the best of my knowledge, the above information is true, correct and complete:

Fiduciary or Proposed Fiduciary.