**PERSONAL RECORDS FOR:**

DATE:

***Note: It is advisable to keep all documents supporting the various items listed below in one central location. Examples include an accordion file, one central file cabinet, etc.***

***File Location:***

**ASSETS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Address** (Principal Residence) | Purchase Price | | Ownership |
| **2nd Property Address** | Purchase Price/ACB | | Ownership |
| **Other Property Address** | Purchase Price/ACB | | Ownership |
| **Vehicles** – description | | | Ownership |
| **RRSPs** – institution, address, account number: | | | |
| **Other Registered Savings Accounts** – institution, address, account number  (RESPs, TFSAs, etc.): | | | |
| **Non-Registered Savings/Investments** – institution, address, account number  (bank accounts, investment accounts, GICs, etc.): | | | |
| **Pension Plan** – employer, type  (record employee # if known): | | Contact Info – address, phone, email  (HR or Pension Department info): | |
| **Other Employer Provided Plans** – employer, type (ESP, DPSP, Options, etc. – record employee # if known): | | Contact Info – address, phone, email  (HR Department info): | |
| **Valuables, Collections, etc**. – description: | | Location | |
| **Other Assets** – description: | | Location | |

**LIABILITIES:**

|  |
| --- |
| **Home Mortgage** – institution, address, number, phone: |
| **2nd Property Mortgage** – institution, address, number, phone: |
| **Other Property Mortgage** – institution, address, number, phone: |
| **Loans and Lines of Credit** – institution, address, number, phone: |
| **Credit Cards** – type of card, institution, number, expiry date, contact phone #: |
| **Other Debts** – description: |

**OTHER FINANCIAL INFORMATION:**

|  |
| --- |
| **Safety Deposit Box** – Financial Institution, location, box #, key location, list of box contents: |
| **Life Insurance** – agent, contact info, insurance co, amount, policy #, beneficiary: |
| **Auto Insurance** – agent, contact info, insurance co., policy #: |
| **Home Insurance** – agent, contact info, insurance co., policy #: |
| **Other Insurance Policies** – details: |
| **Pre-Paid Funeral Expenses** – details: |
| **Cemetery Plot** – location, details: |
| **Other Financial Items** – details: |

**PERSONAL INFORMATION:**

|  |
| --- |
| **Membership in Organizations/Clubs** – details: |
| **Subscriptions** – details: |
| **Social Insurance Number:** |
| **Driver’s License** – number & location: |
| **Computer Username & Password:** |
| **Record of Passwords** – location: |
| **Will & Powers of Attorney** – location: |
| **Real Estate Deed** – location: |
| **Personal Records (taxes, passport, medical, etc.)** – location: |
| **Other Personal Things** – details, location: |