THE LENZI LAW FIRM, PLLC

An Estate Planning, Wealth Preservation
& Asset Protection Law Firm

Estate Administration Information Gathering Worksheet

USING THIS ORGANIZER WILL ASSIST US IN CONSULTING YOU REGARDING YOUR ESTATE ADMINISTRATION ISSUES. ALL INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL.

PLEASE RETURN THE COMPLETED WORKSHEET AT LEAST ONE DAY BEFORE YOUR APPOINTMENT.

CLIENT'S PERSONAL INFORMATION

Client's Legal Name ____
(name most often used to title property and accounts)

Also Known As ____
(other names used to title property and accounts)

Prefer to be called ____________________ Birth date ____________ US Citizen? ________

Home Address ______________________ City ____________ State ______ Zip ________

Home Telephone ____________ County of Residence ____________ Business Telephone ____________

Employer ______________________________ Position ____________________

E-mail Address ______________________ ❑ It is okay to communicate with me via my E-mail address.

Date of Marriage ______________________

Spouse's Legal Name ____
(name most often used to title property and accounts)

Also Known As ____
(other names used to title property and accounts)

Prefer to be called ____________________ Birth date ____________ US Citizen? ________

Home Address ______________________ City ____________ State ______ Zip ________

Home Telephone ____________ County of Residence ____________ Business Telephone ____________

Employer ______________________________ Position ____________________

E-mail Address ______________________ ❑ It is okay to communicate with me via my E-mail address.

CHILDREN AND/OR OTHER FAMILY MEMBERS

(Use full legal name. Use "JT" if both spouses are the parents, "H" if husband is the parent, "W" if wife is the parent, "S" if a single parent.)

Name	Birth date	Parent or Relationship
______________________	____________	____________

Comments: ____

Name	Birth date	Parent or Relationship
______________________	____________	____________

Comments: ____

Name	Birth date	Parent or Relationship
______________________	____________	____________

Comments: ____

Name	Birth date	Parent or Relationship
______________________	____________	____________

Comments: ____

Name	Birth date	Parent or Relationship
______________________	____________	____________

Comments: ____

Name	Birth date	Parent or Relationship
______________________	____________	____________

Comments: ____

Name	Birth date	Parent or Relationship
______________________	____________	____________

Comments: ____

DECEDENT'S PERSONAL INFORMATION

Legal Name____
(name most often used to title property and accounts)

Also Known As ____
(other names used to title property and accounts)

Birth date ___________________________________ US Citizen? ______________

Home Address ____ City ______________________ State __________ Zip _____________

County of Residence ________________

Date of Marriage ____

Wife's Legal Name ____
(name most often used to title property and accounts)

Also Known As ____
(other names used to title property and accounts)

Birth date ___________________________________ US Citizen? ______________

Home Address ____ City ______________________ State __________ Zip _____________

Date of Death: ___________________

DECEDENT’S PROPERTY INFORMATION

INSTRUCTIONS FOR COMPLETING THE PROPERTY INFORMATION CHECKLIST

General Headings

This *Decedent’s Property Information* checklist is designed to help you list all the property owned and what it is worth. If property doesn’t exist under a particular heading, just leave that section blank. Under certain headings there may be more property than can be listed on this checklist. If so, use **extra sheets** of paper to list the additional property.

Type

Immediately after the heading for each kind of property is a brief explanation of what property you should list under that heading.

“Owner” of Property

It is **extremely important to know exactly how each asset is owned.** For each asset, please indicate how the property is titled. When doing so, please use the following abbreviations:

Owner of Property	Use
If married, Husband’s name alone, with no other person	H
If married, Wife’s name alone, with no other person	W
If married, Tenancy by the Entirety with spouse	TE
Joint Tenancy with someone other than a spouse, i.e. a child, parent, etc.	JTO
If you cannot determine how the property is owned	?

REAL PROPERTY

TYPE: Any interest in real estate including the family residence, vacation home, time share, vacant land, etc.

General Description	Tax Id. /Parcel No.	Owner	Market Value	Loan Balance
		Total		

FURNITURE AND PERSONAL EFFECTS

TYPE: List separately only major personal effects such as jewelry, collections, antiques, furs, and all other valuable non-business personal property *(indicate type below and* ***give a lump sum value for miscellaneous****, less valuable items.).*

Type or Description	Owner	Market Value
Miscellaneous Furniture and Household Effects (Total)		
	Total	

AUTOMOBILES, BOATS AND RVS

TYPE: For each motor vehicle, boat, RV, etc. please list the following: description, how titled, market value and *encumbrance*:

BANK & SAVINGS ACCOUNTS

TYPE: Checking Account "CA", Savings Account "SA", Certificates of Deposit "CD", Money Market "MM" (*indicate type below).* *Do not include IRAs or 401(k)s here*

Name of Institution and account number	Type	Owner	Amount
		Total	

Note: If the Account is in for the benefit of a minor, please specify and give minor's name.

STOCKS AND BONDS

TYPE: List any and all stocks and bonds owned. If held in a brokerage account, lump them together under each account.
(indicate type below)

Stocks, Bonds or Investment Accounts	Type	Acct. Number	Owner	Amount

Total ____________

LIFE INSURANCE POLICES AND ANNUITIES

TYPE: Term, whole life, split dollar, group life, annuity. **ADDITIONAL INFORMATION:** Insurance company, type, face amount (death benefit), whose life is insured, who owns the policy, the current beneficiaries, who pays the premium, and who is the life insurance agent.

Total ____________

RETIREMENT PLANS

TYPE: Pension (P), Profit Sharing (PS), H.R. 10, IRA, SEP, 401(K). **ADDITIONAL INFORMATION:** Describe the type of plan, the plan name, the current value of the plan, and any other pertinent information.

Total ____________

BUSINESS INTERESTS

TYPE: General and Limited Partnerships, Sole Proprietorships, privately owned corporations, professional corporations, oil interests, farm and ranch interests. **ADDITIONAL INFORMATION:** Give a description of the interests, who has the interest, the ownership interests, and the estimated value of the interests.

____
____
____
____
____
____

Total ________________

MONEY OWED

TYPE: Mortgages or promissory notes payable **to decedent,** or other moneys owed to the decedent.

Name of Debtor	Date of Note	Maturity Date	Owed to	Current Balance
			Total	

OTHER ASSETS OR DEBT

TYPE: Other property is any property that does not fit into any listed category.

Type	Owner	Value
	Total	

SUMMARY OF VALUES

ASSETS	**Amount*** **Husband**	**Wife**	**Total Value**
Real Property			
Furniture and Personal Effects			
Automobiles, Boats and RV’s			
Bank and Savings Accounts			
Stocks and Bonds		`	
Life Insurance and Annuities			
Retirement Plans			
Business Interests			
Money owed to you			
Anticipated Inheritance, Etc.			
Other Assets			
Debt			
Total Assets:			

* *Joint Property values enter 1/2 in husband’s column and 1/2 in wife’s column.*