



## ASSET WORKSHEET INSTRUCTIONS FOR COMPLETING

Please keep all the following in mind while filling out the entire worksheet

This *Asset Worksheet* checklist is designed to help you list all the property you own and what it is worth (estimations are acceptable). Throughout this entire document the more information provided the more it helps our firm provide quality legal services (it is acceptable to leave inapplicable questions blank). Please use **extra sheets** of paper to list any additional property shall you run out of space.

Immediately after the heading of **TYPE** please list each kind of property owned relevant to that topic.  
Example: Under the topic **FURNITURE AND PERSONAL EFFECTS**, jewelry is a **TYPE**.

How you own your property is extremely important for purposes of properly designing and implementing your estate plan. For each property listed throughout this document where it says **OWNER** please indicate how the property is titled. When doing so, please use the abbreviations listed in the table below:

Owner of Property	Please 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, Joint Tenancy with spouse	JTS
Joint Tenancy with someone other than a spouse, i.e. child, parent, sibling etc.	JTO
If it is an entity that is owned by selves	SE
If it is an entity that is owned with others	OE
If you cannot determine how the property is owned	?

### HUSBAND

Full Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

### WIFE

Full Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Date Completed: \_\_\_\_\_

## **REAL ESTATE**

List any interest in real estate including your family residence, vacation home, time share, farm land, etc.

<b>Property County</b>	<b>Acres and/or Address</b>	<b>Owner</b>	<b>Market Value</b>	<b>Loan(s)/ Amount(s) owed</b>

## **BANK AND SAVINGS ACCOUNTS**

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

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

<b>Banking Institution and Address</b>	<b>Owner</b>	<b>Account Number</b>	<b>Type of Account</b>	<b>Balance</b>	<b>Beneficiary/ POD</b>

## RETIREMENT PLANS

**TYPE:** Pension (P), Profit Sharing (PS), H.R. 10, IRA, SEP, 401(K).

Company and Address	Owner	Account/Policy Number	Type of Plan	Value	Beneficiary/ POD

## INVESTMENTS

List any and all stocks, bonds, or investment accounts you own. If held in a brokerage account, lump them together under each account and provide brokerage firm's information.

Company/Broker And address	Owner	Account/Policy Number	Type of Account	Value	Beneficiary/ POD

## **LIFE INSURANCE POLICIES AND ANNUITIES**

**TYPE:** Term (T), Whole Life (W), Universal (U), Group Life (G), Annuity (A).

Insurance Company/ Insurance Agent	Owner	Account/Policy Number	Type of Insurance	Value	Beneficiary/ POD

## **LONG TERM CARE INSURANCE**

Insurance Company/ Insurance Agent	Owner	Account/Policy Number	Details on Coverage

## **AUTOMOBILES, BOATS, AND RVS**

List the make, model, year, VIN #, how titled, market value and the amount of any outstanding loan on each titled vehicle.

<b>Make, Model, Year, and VIN</b>	<b>Owner/Titled</b>	<b>Market Value</b>	<b>Outstanding Loan Amount</b>

## **FURNITURE AND PERSONAL EFFECTS**

List major personal effects (ex. Jewelry, collections, antiques, etc.) and please give estimated values.

<b>Description</b>	<b>Owner</b>	<b>Approximate Market Value</b>

## **FARM MACHINERY AND EQUIPMENT**

List major farm machinery and equipment, and tools, and please give estimated values.

<b>Description</b>	<b>Owner</b>	<b>Approximate Market Value</b>

## **MONEY OWED TO YOU**

Mortgages or promissory notes payable to you, or other moneys owed to you.

Name of Debtor	Date of Note	Maturity Date	Owed To	Current Balance

## **ANTICIPATED INHERITANCE, GIFT, OR LAWSUIT JUDGMENT**

Gifts or inheritances that you expect to receive at some time in the future; or moneys that you anticipate receiving through a judgment in a lawsuit. Please describe in as much detail as you have available.

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## **OTHER ASSETS/ BUSINESS INTERESTS**

Other property that you have that does not fit into any listed category.

**EXAMPLES INCLUDE:** General and Limited Partnerships, Sole Proprietorships, privately owned corporations, professional corporations, farm and ranch interests. Please give a description of the interests, your ownership in the interests, and the estimated value of the interests.

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## **SUMMARY OF VALUES**

Joint Property values enter half (1/2) in husband's column and half (1/2) in wife's column.

<u><b>ASSETS</b></u>	<u><b>Husband</b></u>	<u><b>Wife</b></u>	<u><b>Total Value</b></u>
<u>Real Estate</u>	_____	_____	_____
<u>Bank Accounts</u>	_____	_____	_____
<u>Retirement Plans</u>	_____	_____	_____
<u>Investments</u>	_____	_____	_____
<u>Life Insurance</u>	_____	_____	_____
<u>Long Term Care Insurance</u>	_____	_____	_____
<u>Automobiles</u>	_____	_____	_____
<u>Furniture, etc.</u>	_____	_____	_____
<u>Farm Machinery/Equipment</u>	_____	_____	_____
<u>Money Owed to You</u>	_____	_____	_____
<u>Anticipated Inheritance, Etc.</u>	_____	_____	_____
<u>Other Assets</u>	_____	_____	_____
<u>Total Assets:</u>	_____	_____	_____