

# *Where is Everything?*

An Inventory of your Physical Property

## **SCHEDULE OF IMPORTANT DOCUMENTS, ADVISORS AND OTHER MATTERS**

**To assist your family, executor and power of attorney holder to find your  
property and prepare an estate inventory listing when necessary**

For \_\_\_\_\_(name)

DATE OF PREPARATION: \_\_\_\_\_

Ensure your family knows the location of this  
document; consider keeping a copy with your Will

IMPORTANT: Record detail of all of your online accounts, including passwords  
(in a safe place). You may wish to use the “Digital Estate Planning Guide” called  
Snapshots as provided by Dynamic Funds. See this online link:

[https://dynamic.ca/content/dam/docs/marketing/brochures/snapshots/19DYN010  
SN\\_DF\\_DigitalEstatePlanningGuide\\_Fillable\\_EN.pdf](https://dynamic.ca/content/dam/docs/marketing/brochures/snapshots/19DYN010_SN_DF_DigitalEstatePlanningGuide_Fillable_EN.pdf)

<b>Name:</b>
<b>Spouse's Name:</b>
<b>Address:</b>
<b>City, Province, Postal Code:</b>
<b>Phone:</b>
<b>Name of Businesses:</b>
<b>Business Address:</b>
<b>In emergency, please notify (indicate relationship and contact information; attached additional sheet if needed):</b>

<b>BANKING DATA</b>		
<u><b>Name of banks and credit unions</b></u>	<u><b>Branch</b></u>	<u><b>Contact</b></u>
Location of chequebooks, savings and other books:		
Location of cancelled cheques:		
Location of safety deposit box:		
Location of safety deposit box key:		
Record details of online accounts in the separate Inventory for Digital Assets and Digital Devices		

**CREDIT CARDS**

Name	Account Number	Expiry Date

**TAX DATA**

Accountant:

Phone No.:

Location of Tax Records:

**REAL ESTATE**

Address	Type of Property	Total Cost*	Year Acquired	Mortgage Amount (see Liabilities)	Location of Deed

\*Important – Your purchase costs, including legal fees, and subsequent major renovation costs will be required for your final tax returns. This information should be kept with your deeds or recorded and its location noted with this document

**BUSINESS INTERESTS**

Name	Address	Amount Invested	Partner's Name	Location of Records	Contact Name

## TRUST DATA

Location of information concerning trusts established:

## INVESTMENTS

Stockbroker (name, address, and phone no.)	Stocks
Mr. A. B. Smith 123 Main St. New York, NY 10001 (212) 555-1234	IBM, Microsoft, Apple, Google, Amazon
Ms. C. D. Jones 456 Elm St. Los Angeles, CA 90001 (213) 555-5678	Facebook, Tesla, Netflix, Amazon, Microsoft
Mr. E. F. Green 789 Oak St. Chicago, IL 60601 (312) 555-9012	Walmart, McDonald's, Coca-Cola, Google, Microsoft
Ms. G. H. Black 101 Pine St. Houston, TX 77001 (713) 555-3456	ExxonMobil, Chevron, Shell, Amazon, Microsoft
Mr. I. J. White 202 Cedar St. Phoenix, AZ 85001 (602) 555-7890	Intel, Microsoft, Oracle, Amazon, Google
Ms. K. L. Brown 303 Birch St. San Francisco, CA 94101 (415) 555-2345	Twitter, Facebook, Google, Amazon, Microsoft
Mr. M. N. Gray 404 Maple St. Dallas, TX 75201 (214) 555-6789	AT&T, Verizon, Microsoft, Amazon, Google
Ms. O. P. Blue 505 Spruce St. Seattle, WA 98101 (206) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Mr. Q. R. Red 606 Ash St. Boston, MA 02101 (617) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Ms. S. T. Yellow 707 Hickory St. Portland, ME 04101 (603) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Mr. U. V. Purple 808 Sycamore St. San Diego, CA 92101 (619) 555-2345	Microsoft, Amazon, Google, Facebook, Apple
Ms. W. X. Green 909 Dogwood St. Austin, TX 78701 (512) 555-6789	Microsoft, Amazon, Google, Facebook, Apple
Mr. Y. Z. Blue 1010 Magnolia St. Nashville, TN 37201 (615) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Ms. A. B. Red 1111 Tulip St. Denver, CO 80201 (303) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Mr. C. D. Yellow 1212 Rose St. San Jose, CA 95101 (408) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Ms. E. F. Purple 1313 Iris St. San Antonio, TX 78201 (214) 555-2345	Microsoft, Amazon, Google, Facebook, Apple
Mr. G. H. Green 1414 Dandelion St. Jacksonville, FL 32201 (904) 555-6789	Microsoft, Amazon, Google, Facebook, Apple
Ms. I. J. Blue 1515 Poppy St. Fort Worth, TX 76101 (817) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Mr. K. L. Red 1616 Marigold St. Columbus, OH 43201 (614) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Ms. M. N. Yellow 1717 Zinnia St. Indianapolis, IN 46201 (317) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Mr. O. P. Purple 1818 Pansy St. San Francisco, CA 94101 (415) 555-2345	Microsoft, Amazon, Google, Facebook, Apple
Ms. Q. R. Green 1919 Sunflower St. San Francisco, CA 94101 (415) 555-6789	Microsoft, Amazon, Google, Facebook, Apple
Mr. S. T. Blue 2020 Lavender St. San Francisco, CA 94101 (415) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Ms. U. V. Red 2121 Petunia St. San Francisco, CA 94101 (415) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Mr. W. X. Yellow 2222 Verbena St. San Francisco, CA 94101 (415) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Ms. Y. Z. Purple 2323 Camellia St. San Francisco, CA 94101 (415) 555-2345	Microsoft, Amazon, Google, Facebook, Apple
Mr. A. B. Green 2424 Hydrangea St. San Francisco, CA 94101 (415) 555-6789	Microsoft, Amazon, Google, Facebook, Apple
Ms. C. D. Blue 2525 Begonia St. San Francisco, CA 94101 (415) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Mr. E. F. Red 2626 Fuchsia St. San Francisco, CA 94101 (415) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Ms. G. H. Yellow 2727 Impatiens St. San Francisco, CA 94101 (415) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Mr. I. J. Purple 2828 Dianthus St. San Francisco, CA 94101 (415) 555-2345	Microsoft, Amazon, Google, Facebook, Apple
Ms. K. L. Green 2929 Zinnia St. San Francisco, CA 94101 (415) 555-6789	Microsoft, Amazon, Google, Facebook, Apple
Mr. M. N. Blue 3030 Pansy St. San Francisco, CA 94101 (415) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Ms. O. P. Red 3131 Petunia St. San Francisco, CA 94101 (415) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Mr. Q. R. Yellow 3232 Verbena St. San Francisco, CA 94101 (415) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Ms. S. T. Purple 3333 Camellia St. San Francisco, CA 94101 (415) 555-2345	Microsoft, Amazon, Google, Facebook, Apple
Mr. U. V. Green 3434 Hydrangea St. San Francisco, CA 94101 (415) 555-6789	Microsoft, Amazon, Google, Facebook, Apple
Ms. W. X. Blue 3535 Begonia St. San Francisco, CA 94101 (415) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Mr. Y. Z. Red 3636 Fuchsia St. San Francisco, CA 94101 (415) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Ms. A. B. Yellow 3737 Impatiens St. San Francisco, CA 94101 (415) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Mr. C. D. Purple 3838 Dianthus St. San Francisco, CA 94101 (415) 555-2345	Microsoft, Amazon, Google, Facebook, Apple
Ms. E. F. Green 3939 Zinnia St. San Francisco, CA 94101 (415) 555-6789	Microsoft, Amazon, Google, Facebook, Apple
Mr. G. H. Blue 4040 Pansy St. San Francisco, CA 94101 (415) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Ms. I. J. Red 4141 Petunia St. San Francisco, CA 94101 (415) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Mr. K. L. Yellow 4242 Verbena St. San Francisco, CA 94101 (415) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Ms. M. N. Purple 4343 Camellia St. San Francisco, CA 94101 (415) 555-2345	Microsoft, Amazon, Google, Facebook, Apple
Mr. O. P. Green 4444 Hydrangea St. San Francisco, CA 94101 (415) 555-6789	Microsoft, Amazon, Google, Facebook, Apple
Ms. Q. R. Blue 4545 Begonia St. San Francisco, CA 94101 (415) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Mr. S. T. Red 4646 Fuchsia St. San Francisco, CA 94101 (415) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Ms. U. V. Yellow 4747 Impatiens St. San Francisco, CA 94101 (415) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Mr. W. X. Purple 4848 Dianthus St. San Francisco, CA 94101 (415) 555-2345	Microsoft, Amazon, Google, Facebook, Apple
Ms. Y. Z. Green 4949 Zinnia St. San Francisco, CA 94101 (415) 555-6789	Microsoft, Amazon, Google, Facebook, Apple
Mr. A. B. Blue 5050 Pansy St. San Francisco, CA 94101 (415) 555-0123	Microsoft, Amazon, Google, Facebook, Apple
Ms. C. D. Red 5151 Petunia St. San Francisco, CA 94101 (415) 555-4567	Microsoft, Amazon, Google, Facebook, Apple
Mr. E. F. Yellow 5252 Verbena St. San Francisco, CA 94101 (415) 555-8901	Microsoft, Amazon, Google, Facebook, Apple
Ms. G. H. Purple 5353 Camellia St. San Francisco, CA 9	

Financial Planner (name, address, and phone no.)

Attach a list of investments, or identify location of investments records and certificates

## WILL/PERSONAL DOCUMENTS

Location of will:

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Copies located at:

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Location of Power of Attorney:

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Power of Attorney is:

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Location of Advance Care Planning documents and Health Care Directive:

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Health care Proxy or Delegate (for health care decisions) is:

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Location of funeral plan:

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Executor for Will:

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Location of birth certificate:

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Location of marriage certificate:

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Location of military discharge papers:

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Location of diplomas:

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Driver's License No.:

Location of other documents (citizenship, divorce, adoption, etc.):

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Lawyer (name, address, phone no.):

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**MEDICAL DATA**

Health card Number

Name of family doctor:

Phone No:

Name and type of medical specialist:

Phone No:

Other:

Location of major medical insurance policies:

Details of medical policy (company name, type of insurance, policy #):

Location of accident, health and disability insurance policies:

Details of other health insurance policies (company name, type of insurance, policy #):

**LIFE INSURANCE DATA**

Name of life insurance agent:

Location of individual life insurance policies:

Details of life insurance policies (company name, type of insurance, policy #):

Location/details of group life insurance policies:

**OTHER INSURANCE DATA**

Location of auto insurance policies:

Policy no.:

Name of insurers:

Location of home and/or mortgage insurance policy:

Policy no.:

Name of insurer:

**EMPLOYMENT DATA**

Name of employer:

Name and title of immediate supervisor:

With regard to profit sharing, pension plan and/or other benefits, contact:

Benefits due from business, professional and/or fraternal organizations, contact:

## DETAILS OF LIABILITIES

<u>Lender</u>	<u>Location</u>	<u>Amount</u>	<u>Contact</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
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### Details of guarantees provided:

<u>Borrower</u>	<u>Lender</u>	<u>Location</u>	<u>Contact</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

### Other liability details:

### Details of amounts receivable (owing to you):

<u>Borrower</u>	<u>Amount</u>	<u>Contact</u>
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<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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**Attach additional information of importance, including copies of recent investment / loan / business information if it will assist your family.**

**Remember to complete an inventory of Digital Assets and Digital Devices** to avoid your estate losing the benefit of your online bank accounts and investments, as well as your loyalty points, (e.g., frequent flyer points) from retailers. In addition, your social media accounts need to be appropriately closed and online billing accounts redirected, etc. You may wish to use the “Digital Estate Planning Guide” called Snapshots as provided by Dynamic Funds. See this online link: [https://dynamic.ca/content/dam/docs/marketing/brochures/snapshots/19DYN010\\_SN\\_DF\\_DigitalEstatePlanningGuide\\_Fillable\\_EN.pdf](https://dynamic.ca/content/dam/docs/marketing/brochures/snapshots/19DYN010_SN_DF_DigitalEstatePlanningGuide_Fillable_EN.pdf)