

A Personal Record of Assets and Obligations

Personal Estate Inventory

85th Legislative District

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Prepared or Compiled Using
Government Resources

Property of: _____

WHAT TO KEEP IN YOUR SAFE DEPOSIT BOX OR OTHER SAFE PLACE

What to keep permanently

- Birth Certificate
- Will
- Marriage Record
- Social Security Card
- Paid Mortgage or Loan Contracts
- Real Estate Deeds
- Records of jointly owned property
- Other real estate papers

What to keep for 7 years

- Savings pass book (after closed)
- Cancelled checks
- Check stubs
- Bank statements
- Receipted bills and sales slips
- Property investment records

For 10 years

- Income tax records

While in the force

- U.S. Savings Bonds
- Warranties and instruction books

During ownership (plus 7 years)

- Stocks and bonds records

Other

- Insurance policies (consult agency)

SECURITIES

Valuable rights are often lost because the owners of stock certificates and bonds cannot be located. Records of Purchase and Sale, etc., are needed for tax purposes.

COMPANY NAME _____

Common Preferred Bond Debenture

Date Bought _____ Certificate # _____

Unit Price \$ _____ #Shares _____ Amount \$ _____

Location of Certificate _____

Broker _____

Address _____ Phone _____

COMPANY NAME _____

Common Preferred Bond Debenture

Date Bought _____ Certificate # _____

Unit Price \$ _____ #Shares _____ Amount \$ _____

Location of Certificate _____

Broker _____

Address _____ Phone _____

COMPANY NAME _____

Common Preferred Bond Debenture

Date Bought _____ Certificate # _____

Unit Price \$ _____ #Shares _____ Amount \$ _____

Location of Certificate _____

Broker _____

Address _____ Phone _____

COMPANY/BANK NAME _____

Address _____

Date Bought _____ Certificate # _____

#Shares _____ Price\$ _____ Amount\$ _____

Location of Certificate _____

Custodian Bank _____

Address _____

COMPANY/BANK NAME _____

Address _____

Date Bought _____ Certificate # _____

#Shares _____ Price\$ _____ Amount\$ _____

Location of Certificate _____

Custodian Bank _____

Address _____

COMPANY/BANK NAME _____

Address _____

Date Bought _____ Certificate # _____

#Shares _____ Price\$ _____ Amount\$ _____

Location of Certificate _____

Custodian Bank _____

Address _____

OTHER PERSONAL PROPERTY

I own the following types of personal property:

- Automobile
- Machinery
- Boat
- Sports Equipment
- Hobby Equipment
- Tools
- Heirlooms/Antiques
- Valuable Collections
- (Art, books, coins, gems, minerals, stamps, etc.)
- Household furnishings
- Jewelry
- Clothing
- Recreational Vehicles
- Other (list) _____

An itemized inventory of this property, including item name, description, location and name of joint owner (if any) can be found at: _____

BANK ACCOUNTS

Thousand of dollars are lost each year in unclaimed bank accounts by unknowing families who did not have knowledge of the accounts.

BANK/CREDIT UNION/SAVINGS & LOAN _____

Address _____

Account No# _____ Location of Book _____

Type of Account _____

BANK/CREDIT UNION/SAVINGS & LOAN _____

Address _____

Account No# _____ Location of Book _____

Type of Account _____

BANK/CREDIT UNION/SAVINGS & LOAN _____

Address _____

Account No# _____ Location of Book _____

Type of Account _____

BANK/CREDIT UNION/SAVINGS & LOAN _____

Address _____

Account No# _____ Location of Book _____

Type of Account _____

BANK/CREDIT UNION/SAVINGS & LOAN _____

Address _____

Account No# _____ Location of Book _____

Type of Account _____

INDIVIDUAL RETIREMENT ACCOUNTS (IRA'S)

COMPANY/BANK NAME _____

Address _____

Date Bought _____ Certificate # _____

#Shares _____ Price\$ _____ Amount\$ _____

Location of Certificate _____

Custodian Bank _____

Address _____

COMPANY/BANK NAME _____

Address _____

Date Bought _____ Certificate # _____

#Shares _____ Price\$ _____ Amount\$ _____

Location of Certificate _____

Custodian Bank _____

Address _____

COMPANY/BANK NAME _____

Address _____

Date Bought _____ Certificate # _____

#Shares _____ Price\$ _____ Amount\$ _____

Location of Certificate _____

Custodian Bank _____

Address _____

COMPANY NAME _____

Common Preferred Bond Debenture

Date Bought _____ Certificate # _____

Unit Price \$ _____ # Shares _____ Amount \$ _____

Location of Certificate _____

Broker _____

Address _____ Phone _____

COMPANY NAME _____

Common Preferred Bond Debenture

Date Bought _____ Certificate # _____

Unit Price \$ _____ # Shares _____ Amount \$ _____

Location of Certificate _____

Broker _____

Address _____ Phone _____

COMPANY NAME _____

Common Preferred Bond Debenture

Date Bought _____ Certificate # _____

Unit Price \$ _____ # Shares _____ Amount \$ _____

Location of Certificate _____

Broker _____

Address _____ Phone _____

MUTUAL FUNDS

COMPANY NAME _____

Address _____

Date Bought _____ Certificate # _____

#Shares _____ Price \$ _____ Amount \$ _____

Location of Certificate _____

Custodian Bank _____

Address _____

Date Sold _____

#Shares _____ Price \$ _____ Amount \$ _____

COMPANY NAME _____

Address _____

Date Bought _____ Certificate # _____

#Shares _____ Price \$ _____ Amount \$ _____

Location of Certificate _____

Custodian Bank _____

Address _____

Date Sold _____

#Shares _____ Price \$ _____ Amount \$ _____

COMPANY NAME _____

Address _____

Date Bought _____ Certificate # _____

#Shares _____ Price \$ _____ Amount \$ _____

Location of Certificate _____

Custodian Bank _____

Address _____

Date Sold _____

#Shares _____ Price \$ _____ Amount \$ _____

DESCRIPTION _____

Location of Property _____

Purchase Price _____ Date _____

Deed Amount _____ Location of Deed _____

Amount of Mortgage _____

Type _____

Mortgage Payments \$ _____

Name of Mortgagor _____

Address _____

Property Leased to _____

Address _____

Gross Income\$ _____

Insurance on Property _____

REAL ESTATE

DESCRIPTION _____
Location of Property _____
Purchase Price _____ Date _____
Deed Amount _____ Location of Deed _____
Amount of Mortgage _____
Type _____
Mortgage Payments \$ _____
Name of Mortgagor _____
Address _____
Property Leased to _____
Address _____
Gross Income\$ _____
Insurance on Property _____

COMPANY NAME _____
Address _____
Date Bought _____ Certificate # _____
#Shares _____ Price \$ _____ Amount \$ _____
Location of Certificate _____
Custodian Bank _____
Address _____
Date Sold _____
#Shares _____ Price \$ _____ Amount \$ _____

COMPANY NAME _____
Address _____
Date Bought _____ Certificate # _____
#Shares _____ Price \$ _____ Amount \$ _____
Location of Certificate _____
Custodian Bank _____
Address _____
Date Sold _____
#Shares _____ Price \$ _____ Amount \$ _____

COMPANY NAME _____
Address _____
Date Bought _____ Certificate # _____
#Shares _____ Price \$ _____ Amount \$ _____
Location of Certificate _____
Custodian Bank _____
Address _____
Date Sold _____
#Shares _____ Price \$ _____ Amount \$ _____

BUSINESS INFORMATION

Name of Firm _____

Address _____

Principals _____

Association _____

Owner/Partner/Employee _____

Position _____

Length of Service: From _____ to _____

Income _____

Position Benefits _____

Insurance Benefits _____

Social Security _____

Other Benefits _____

Additional information available from: _____

PERSONAL DEBITORS AND CREDITORS

The following owe money to me:

Exclusive of secured loans, such as mortgages, I owe to the following:

Copies of notes, loan agreements and receipts are located at:

EXISTING TRUST FUNDS

Establishing a trust fund is one way to provide for the care of dependents. Living Trusts are established during life. Testamentary trusts are those established by will, after death.

LIVING TRUST BENEFICIARY

Date of Establishment _____

Agreement located at _____

Trustees _____

Attorney _____

Date of Establishment _____

Agreement located at _____

Trustees _____

Attorney _____

EMPLOYMENT BENEFIT ARRANGEMENTS

Employer _____

Address _____

Telephone _____

Date of Employment _____

Date of Retirement/Termination _____

Social Security # _____

Employee benefits _____

Retirement plans _____

Health Coverage _____

Health Plan # _____

Name of Company Benefits Specialist _____

Address _____

_____ Telephone _____

INSURANCE
(AUTO, LIFE, ACCIDENT, DISABILITY)

Insurance is an important source of immediate cash for the family. Policies and premium receipts should be preserved in a safe place. A record of policy numbers, insurance companies, beneficiaries, etc. should be given out to your executor, with a copy placed in the safe deposit box.

COMPANY _____
Address _____
Policy# _____ Type _____ Date of Policy _____
Face Value _____
Beneficiary(s) _____
Location of Policy _____
Agent/Address/Phone _____

Loans Against Policy _____

COMPANY _____
Address _____
Policy# _____ Type _____ Date of Policy _____
Face Value _____
Beneficiary(s) _____
Location of Policy _____
Agent/Address/Phone _____

Loans Against Policy _____

COMPANY _____
Address _____
Policy# _____ Type _____ Date of Policy _____
Face Value _____
Beneficiary(s) _____
Location of Policy _____
Agent/Address/Phone _____

Loans Against Policy _____

The beneficiaries of all insurance policies should be kept current at all times. Often, life insurance policies derived from membership in organizations such as the American Legion, VFW, automobile and travel clubs, and fraternal societies are overlooked by beneficiaries.

I belong to the following organizations which provide such benefits:

