Estate Inventory Worksheet

The Estate Inventory Form is a complementary tool to guide estate planning. Enter basic information on this form and provide it to your attorney to help begin the preparation of your Estate Plan. For non-legal advice, such as including Concord University in a specific bequest of your estate, contact Concord's Advancement Office at 304-384-6311 or visit concord.edu/plannedgiving.

I. FAMILY STATUS

1.	My full legal name is:	
	I have also been known as:	
	My Social Security Number is:	
	My date of birth is:	
2.	I am a citizen of:	
	My legal residence is: INCLUDE NAME OF COUNTY	
	Other residences:	
3.	My occupation is:	
	My employer is:	

4.	
My spouse's name is:	______
My spouse's Social Security Number is:	______
My spouse's date of birth is:	______
My spouse is a citizen of:	______
My spouse's occupation is:	______
My spouse's employer is:	______

5.	
I was formerly married:	☐ YES ☐ NO
I have children from a current marriage:	☐ YES ☐ NO
I have children from a former marriage:	☐ YES ☐ NO
I have legal obligations from a former marriage:	☐ YES ☐ NO

6.	
My nearest relatives:	USING THE TABLE BELOW, LIST YOUR RELATIVES, STARTING WITH (1) CHILDREN, (2) GRANDCHILDREN, (3) SIBLINGS, (4) PARENTS, (5) ALL OTHER RELATIVES

RELATIVE NAME	RELATIONSHIP	DATE OF BIRTH	ADDRESS
	○ CHILD ○ GRANDCHILD ○ SIBLING ○ PARENT ○ OTHER		
	○ CHILD ○ GRANDCHILD ○ SIBLING ○ PARENT ○ OTHER		
	○ CHILD ○ GRANDCHILD ○ SIBLING ○ PARENT ○ OTHER		
	○ CHILD ○ GRANDCHILD ○ SIBLING ○ PARENT ○ OTHER		
	○ CHILD ○ GRANDCHILD ○ SIBLING ○ PARENT ○ OTHER		
	○ CHILD ○ GRANDCHILD ○ SIBLING ○ PARENT ○ OTHER		

II. ASSETS

7. Personal Valuables

ENTER HOUSEHOLD FURNISHINGS, JEWELRY, FURS, BOOKS, ART OBJECTS, AUTOMOBILES, BOATS, ETC. LIST SEPARATELY ANY SPECIAL ITEMS TO BE INCLUDED, OTHERWISE GROUP THEM. USE A SEPARATE SHEET, AS REQUIRED.

ITEM	LOCATION	EST. VALUE
		$
		$
		$
		$
		$
		$

PERSONAL VALUABLES TOTAL	$

8. Cash

ENTER ALL OF YOUR CHECKING ACCOUNTS AND SAVINGS ACCOUNTS. USE A SEPARATE SHEET, AS REQUIRED.

NAME OF BANK	ADDRESS	ACCOUNT #	OWNER/JOINT OWNERS	AMOUNT
				$
				$
				$
				$
				$

CASH TOTAL	$

9. Other Cash

ENTER MONEY MARKET FUNDS, CERTIFICATES OF DEPOSIT.
USE A SEPARATE SHEET, AS REQUIRED.

NAME OF BANK	ADDRESS	ACCOUNT #	OWNER/JOINT OWNERS	AMOUNT
				$
				$
				$

OTHER CASH TOTAL	$

10. Investments

ENTER STOCKS, MUTUAL FUNDS, BONDS, PARTNERSHIPS, AND BUSINESS INTERESTS.
USE A SEPARATE SHEET, AS REQUIRED.

NAME OF BANK	ADDRESS	ACCOUNT #	OWNER/JOINT OWNERS	AMOUNT
				$
				$
				$

INVESTMENTS TOTAL	$

11. Money Owed to Me

ENTER ANY MONEY THAT IS OWED TO YOU, SUCH AS PERSONAL LOANS
AND MORTGAGES. USE A SEPARATE SHEET, AS REQUIRED.

ITEM	ADDRESS	RECEIVABLE FROM	AMOUNT
			$
			$
			$
			$

MONEY OWED TO ME TOTAL	$

12. Life Insurance

ENTER ALL OF YOUR LIFE INSURANCE POLICIES. USE A SEPARATE SHEET, AS REQUIRED.

NAME OF INSURED	COMPANY NAME & POLICY #	TYPE OF POLICY	OWNER	BENEFICIARY	CASH VALUE	FACE AMOUNT
					$	$
					$	$
					$	$
				LIFE INSURANCE TOTAL	$	$

13. Retirement Plans

ENTER ANY DEFERRED COMPENSATION (PROFIT SHARING PLAN, HR-10 PLAN, IRA, 403(B), 401(K), PENSION PLAN, ANNUITIES). USE A SEPARATE SHEET, AS REQUIRED.

TYPE OF PLAN	COMPANY OR TRUSTEE	BENEFICIARY	VALUE
			$
			$
			$
		RETIREMENT PLANS TOTAL	$

14. Real Estate

ENTER YOUR PRIMARY RESIDENCE, SECOND HOME, TIMESHARES, AGRICULTURAL LAND, OR RENTAL PROPERTIES YOU OWN. USE A SEPARATE SHEET, AS REQUIRED.

TYPE	ADDRESS	OWNER/JOINT OWNERS	DATE ACQUIRED	COST	CURRENT VALUE
				$	$
				$	$
				$	$
				$	$
				REAL ESTATE TOTAL	$

15. Digital Property

ENTER ANY INTANGIBLE ASSETS YOU OWN, SUCH AS WEBSITES, WEB DOMAIN NAMES, COPYRIGHTS, TRADEMARKS, ETC. USE A SEPARATE SHEET, AS REQUIRED.

TYPE	ADDRESS	OWNER/JOINT OWNERS	DATE ACQUIRED	COST	CURRENT VALUE
				$	$
				$	$
				$	$
				$	$

DIGITAL PROPERTY TOTAL	$

16. Sum of Total Assets

ADD THE TOTALS FOR **CASH**, **OTHER CASH**, **INVESTMENTS**, **MONEY OWED TO ME**, **LIFE INSURANCE**, **RETIREMENT**, **REAL ESTATE**, AND **DIGITAL PROPERTY**.

TOTAL ASSETS	$

III. LIABILITIES

17. Mortgages, Loans, Taxes and Debts That You Owe

ENTER ANY MORTGAGES, LOANS, TAXES, AND DEBTS THAT YOU OWE. USE A SEPARATE SHEET, AS REQUIRED.

DEBT OR MORTGAGE TO WHOM	ADDRESS	AMOUNT
		$
		$
		$

TOTAL LIABILITIES	$

18. Net Estate Planning Assets

ENTER TOTAL VALUE OF **TOTAL ASSETS** (QUESTION16) MINUS **TOTAL LIABILITIES** (FROM QUESTION 17).

TOTAL ESTATE	$

19. Future Inheritances

ENTER THE SOURCE AND APPROXIMATE AMOUNT OF ANY INHERITANCES YOU ARE EXPECTING TO RECEIVE IN THE FORESEEABLE FUTURE.

SOURCE	EST. VALUE
	$
	$
	$
FUTURE INHERITANCES TOTAL	$

IV. EXECUTORS & GUARDIANS

20. My Executor / Successor Trustee

ENTER INFORMATION FOR THE PERSON WHO YOU WANT TO APPOINT TO CARRY OUT THE TERMS OF YOUR WILL/TRUST. BE SURE TO INCLUDE AN ALTERNATE, AS WELL.

Executor / Successor Name: ______________________

Executor / Successor Address: ______________________

Alternate Executor / Successor Name: ______________________

Alternate Executor / Successor Address: ______________________

21. Guardian for My Minor Children

IF YOU HAVE MINOR CHILDREN, ENTER THE INFORMATION FOR THE PERSON THAT YOU SELECT AS THEIR GUARDIAN IN THE EVENT SOMETHING HAPPENS TO YOU.

Guardian Name: ______________________

Guardian Address: ______________________

IV. ESTATE DISTRIBUTION PLAN

22. Specific Bequests

THIS CAN BE GENERAL. YOUR ATTORNEY WILL HELP YOU WORK OUT YOUR SPECIFIC WISHES AND DETAIL FOR YOU THE BEST WAY TO DO IT.

PERSON OR INSTITUTION	ADDRESS	ITEM, PROPERTY, OR SUM OF MONEY

23. Residue of My Estate

ENTER WHO YOU WISH TO RECEIVE ANY PORTION OF YOUR ESTATE ASSETS THAT ARE LEFT OVER AFTER PAYING OFF THE ESTATE'S DEBTS.

PERSON OR INSTITUTION	ADDRESS	PERCENTAGE