The Financial Caretaker

Estate Inventory System

Download your copy

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Your Results

What is the
Estate Inventory System?

It is a
comprehensive
customized
secure
digital system
documenting your
estate plan
in one place.

The Process

1. **Invitation to Secure Portal**
2. Engagement Letter
3. **Complete Initial Questionnaire**
4. Meeting to Discuss Your Responses
5. **Submit Payment**
6. Customized Forms Prepared
7. **Meeting to Answer Questions**
8. Complete Forms and Uploads
9. **Annual Reminder to Update**

Initial Questionnaire

To complete the initial questionnaire you log into a secure portal and answer several dozen straightforward questions. **The screenshots below illustrate several points along this process**.

Introduction to the initial questionnaire:

Financial Asset Questionnaire

Thank you for engaging The Financial Caretaker to assess the readiness of your assets to pass through your estate and minimize the financial impact to your heirs. I will also be assisting you in organizing your financial and personal information, so your fiduciary can more easily and efficiently fulfill their job when the time comes.

This questionnaire is the first step. After I receive your responses, I will provide your customized forms to complete in more detail. If you have any questions as you answer this questionnaire, do not hesitate to contact me at 720-255-1175 or becky@thefinancialcaretaker.com. Although one person will be completing this form, please use it for your family unit, if applicable.

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Next →

Step 1/9

Requesting personal information.

The following questions will help me get to know you better.

* To personalize your forms, what name do you wish to use?
Please fill in your first name or nickname.

Enter your answer

* Provide the primary email address to use.

Enter email address

* Are you currently married?

Yes | No

* Do you have any children?

← | Next →

Step 2/9

Initial Questionnaire Cont'd

General questions inventorying what you own.

This section delineates what you own. Your responses will allow me to tailor your asset inventory, the next step in the process, to your situation.

Accounts Owned

Complete the number of accounts you have by type.

Bank accounts (Checking, Savings, CD, Money Market, Other)

Brokerage accounts (Investment Accounts)

Individual stocks (outside of brokerage accounts)

Bonds (Corporate, State Government, Municipal, Treasury, Other)

← Next →

Step 4/9

Questions gathering information regarding insurance.

How you use insurance can influence the outcome of your estate.

Do you have health insurance other than through Medicare? If so, please specify how many types you have, i.e. Medical, Dental, Vision, Prescription coverage.

Do you have Medicare?

Yes No

Do you have long term care (LTC) insurance?

Yes No

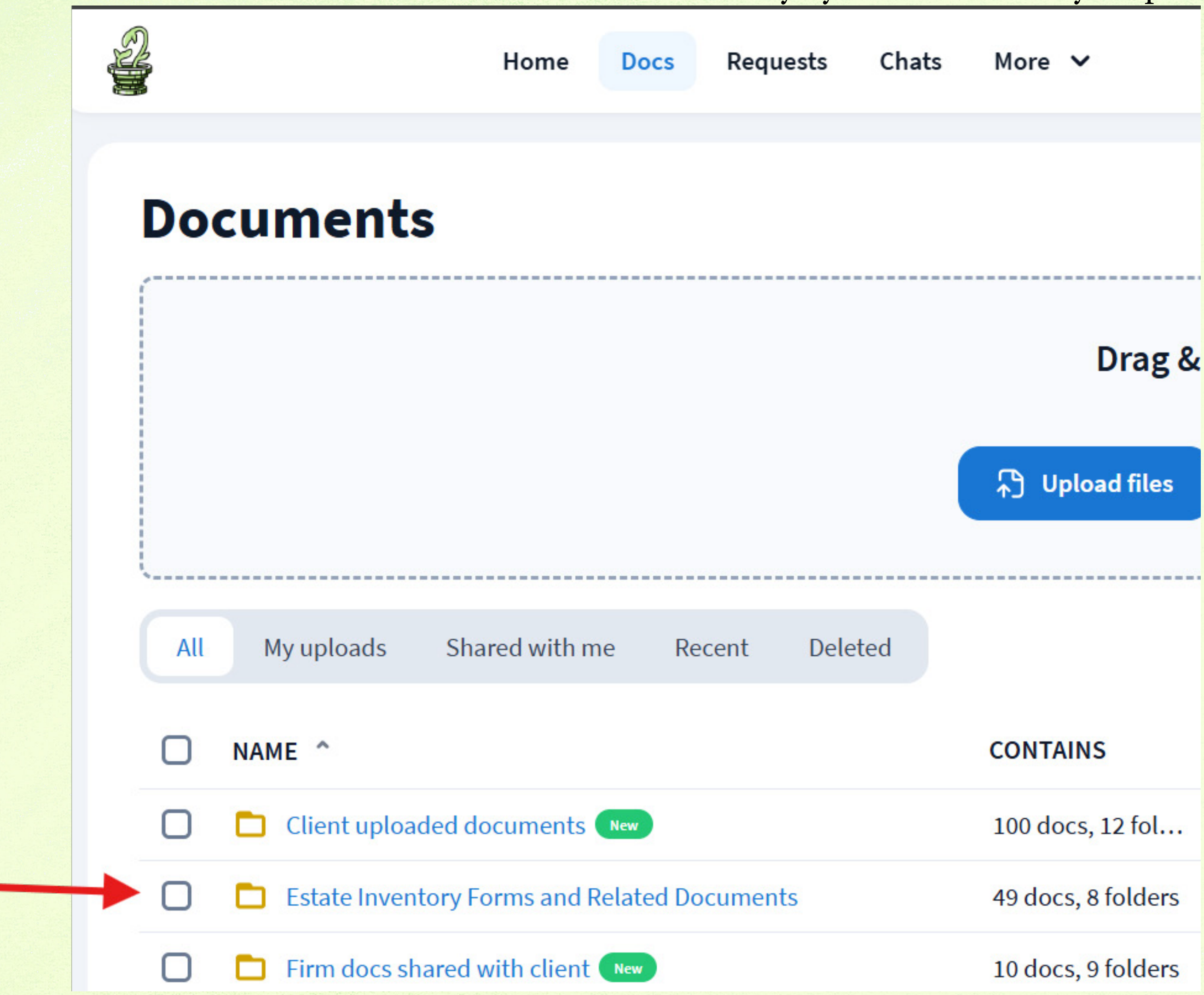
Does your spouse have long term care (LTC) insurance?

Yes No

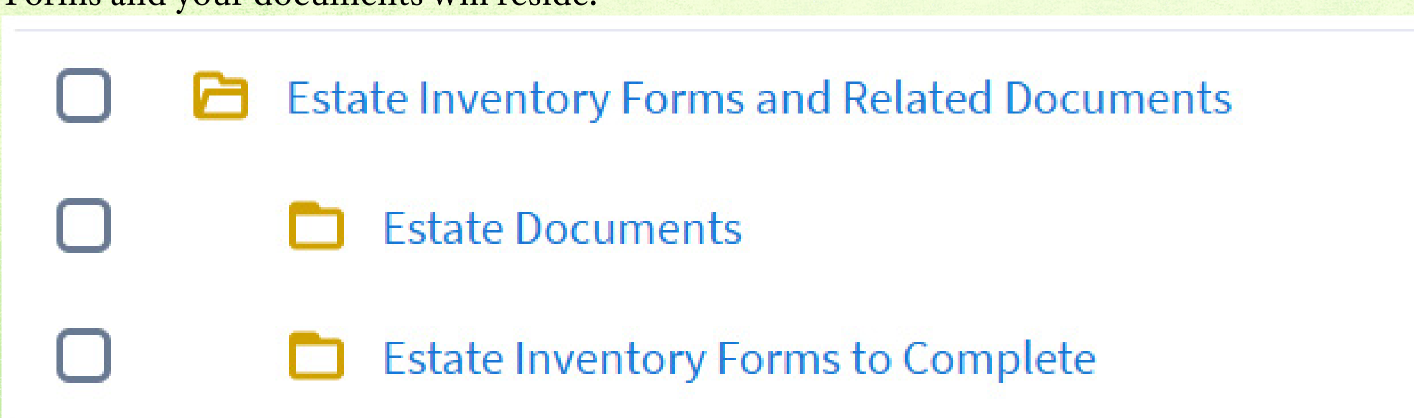
Estate Inventory System Account & Storage

The Estate Inventory System resides on a secure portal. Access to your account is controlled via login and multi-factor identification. It complies with and exceeds IRS and other security regulations.

The screen below shows where the Estate Inventory System is stored in your portal account.



This is an expansion of the above indicated folder that shows where the Estate Inventory Forms and your documents will reside.



Estate Inventory System Contents

Once the questionnaire is completed, your personalized forms are created and include the following fillable PDFs stored in the "**Estate Inventory Forms to Complete**" folder. These PDFs encompass over 80 pages of information.

Estate Inventory Forms to Complete

- 0 Cover Letter.pdf
- 1 Personal Information - Alfred.pdf
- 1 Personal Information - Becky.pdf
- 2 Document Location List - Becky.pdf
- 3 Assets and Liabilities.pdf
- 4 Contacts - Fiduciaries - Alfred.pdf
- 4 Contacts - Fiduciaries - Becky.pdf
- 5 Contacts - Advisors - Alfred.pdf
- 5 Contacts - Advisors - Becky.pdf
- 6 Contacts - Beneficiaries - Alfred.pdf
- 6 Contacts - Beneficiaries - Becky.pdf
- 7 Contacts - Family & Friends - Alfred.pdf
- 7 Contacts - Family & Friends - Becky.pdf
- 8 Insurance Coverage - Alfred.pdf
- 8 Insurance Coverage - Becky.pdf
- 9 Funeral or Memorial Arrangements - Alfred.pdf
- 9 Funeral or Memorial Arrangements - Becky.pdf
- 10 Personal Property Memorandum - Alfred.pdf
- 10 Personal Property Memorandum - Becky.pdf
- 12 Threads of Meaning - Alfred.pdf
- 12 Threads of Meaning - Becky.pdf

In the **Estate Documents** folder, you will upload copies of estate planning documents, statements, contracts and more documenting plans, accounts and relationships.

Excerpts from Estate Inventory Forms

The next several pages show short sections of the fillable PDFs.

A portion of the Personal Information document sharing your pertinent details.

Personal Information

Name		Date of Birth	
Address			
Email		Home Phone	
Cell Phone		Work Phone	
Social Security Number		Location of Card	
Place of Birth			
Father's Name		Place of Birth	
Date of Birth			
Mother's Name		Place of Birth	
Date of Birth		Mother's Maiden Name	

The Document Location List shows where your estate planning and other important documents reside.

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DOCUMENT LOCATION LIST

This document location list will be very helpful to your fiduciaries as they assist with your affairs. The documents listed below refer to original documents with original signatures. If you do not have the document listed, mark No.

If the location information you require does not appear in the drop down list, fill in the location by typing in the box provided.

Will

Yes ◉ No ○ Location Safe Copies Sent To

Codicils to Will

Yes ○ No ◉ Location Copies Sent To

Revocable Trust

Yes ○ No ◉ Location Copies Sent To

Excerpts from Estate Inventory Forms

The Assets and Liabilities document delineates essential details.

Assets

Cash and Cash Equivalent

I have the following cash accounts. Below are my account details.

Type of Account

Ownership

Titled

Bank's Name

Contact Person

Address

Phone

Email

Website

Account Number

Username

Password

Account Balance $

Date

Statements are located

Communicating who you have designated to fulfill end-of-life wishes.

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SUMMARY OF FIDUCIARIES

A fiduciary is a trustee, guardian, conservator, personal representative, or agent under a power of attorney. This list will allow a person to quickly see who you have chosen to act on your behalf or on behalf of your estate. Your fiduciaries will assist your loved ones in implementing your wishes and estate plan.

Name

Personal Representative Under My Will

Primary Name

Relationship

Address

Phone

Email

Secondary Name

Relationship

Address

Phone

Email

Then Name

Relationship

Address

Phone

Email

Excerpts from Estate Inventory Forms

Explaining the type of funeral or memorial services arrangements you'd like.

Plans For Services

Do you have a written description of what you would like for a funeral or memorial service?

- Yes
- No

Location of written description of wishes.

Does anyone have a copy?

- Yes, complete their contact information below.
- No

Name
Relationship
Address
Phone
Email

If you have not written down your wishes, answer the questions below if you can.

- I wish to have a funeral service.
- I wish to have a memorial service.
- Other

The Threads of Meaning page gives you the opportunity to share your life story .

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LIFE REVIEW: THREADS OF MEANING

Passing on the memories of your life and what is important to you can be a valuable gift after you are gone, whether you have shared a lot or a little during your life. The gift of your life stories provides meaningful glimpses into the formative times of your life. Gifting these threads of meaning may provide a foundation for those that are grieving, giving them structure into their own lives or allowing them to ponder how you contributed to their life.

The following prompts will jog your memory helping you pass on your stories and memories.

Most significant event of your life before school started

The Result

Your estate and your estate plan have been documented including:

- **Location of important documents**
- Identification of critical people
- **Identification of your assets and liabilities**
- Providing the ability to access records and pay bills.
- **Illustrated end-of-life wishes**
- And more

Most importantly, you have provided **Peace of Mind!**

- **This system is easily accessed and updated.**
- All information is in one place.
- **Your fiduciary can step into your shoes and provide access to needed resources.**