

What I own and where I keep it



EQUILIBRIUM

This checklist is to help deal with your affairs should you lose mental capacity or die.

Also see

[gov.uk/lasting-power-of-attorney-duties](https://www.gov.uk/lasting-power-of-attorney-duties)

[gov.uk/wills-probate-inheritance](https://www.gov.uk/wills-probate-inheritance)

citizensadvice.org.uk/family/death-and-wills/dealing-with-the-financial-affairs-of-someone-who-has-died

Your name

Address

NI no.	Date of birth
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Tax reference

Spouse/partner name

Address

NI no.	Date of birth
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Tax reference

Name of financial adviser/firm

Address

Contact no.	Email address
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Name of solicitor firm/contact

Address

Contact no.

Email address

Name of accountant firm/contact

Address

Contact no.

Email address

Where my will is held

Dated

Executor 1

Executor 2

Medical contact

Other information such as medical research bequests, deeds, trusts, safe box access, computer passwords.

Power of attorney

Made by

Name & address of attorneys

Registered Y/N

Bank accounts (Single & Joint)

Bank name/address	Sort code	Account no.	Single/Joint

Credit cards

Name of credit card company	Account no.

Loans

Company	Account no.

My assets

Investment bond/UT (state name of platform if any)	Investment info.	Plan/Account no.	Single/Joint
ISA/LISA/etc. (state name of platform if any)	Investment info.	Plan/Account no.	Single/Joint
Saving & life assurance plans	Investment info.	Plan/Account no.	Single/Joint
Shares (state name of platform if any)	Investment info.	Plan/Account no.	Single/Joint

My assets (continued)

My physical assets

e.g. art, jewellery, antiques

Other assets e.g. national savings	Investment info.	Plan/Account no.	Single/Joint

My inheritance tax (IHT) exempt assets

Name	Type of shares (e.g. EIS/BPR company shares)	Date purchased or date business established	Date it might pay out (back in estate for IHT purposes)

Trust that I am a beneficiary of & details of any inheritances received

Name of donor & your relationship to donor	Title of trust if applicable	Date established	Do you have a copy of the trust deed?	Extent of gift or trust e.g. outright gift of cash, right to income

My pension

Provider (plus name of any platform)	Nominated beneficiary	Latest plan value (£)	Plan no.	Is it paying you an income? Y/N

Notes

My main residence

Address

Approximate value £	Ownership Single/Joint tenants/Tenants in common
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Outstanding loan information

Holiday home

Address

Approximate value £	Ownership Single/Joint
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Outstanding loan information

Investment properties

Address

Approximate value £

Ownership Single/Joint

Outstanding loan information

Tenanted Yes/No

Rent information & name of any agent

Notes e.g. where are deeds, tenancy agreements

Gifts made in the last seven years

Date	Amount and/or asset	Recipient	Documentation e.g. trust deed, letter
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Beneficiary contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Miscellaneous information (e.g. organisations/clubs/charities)

Name	Membership no.	Contact information

Other contacts (Builder, gardener, plumber etc)

Name	Membership no.	Contact information

Additional information (e.g. where items listed in this document are stored)

Funeral arrangements

What type of service would you like?

Cremation Yes/No

If you plan on cremation would you like your ashes interred or scattered?

Burial Yes/No

Location of cemetery or crematorium

Location for any church or funeral service

Any other funeral arrangements or wishes?

Signed

Dated

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Handforth, Wilmslow,
Cheshire SK9 3DF

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