

ASSET CHECKLIST FOR ESTATE PLANNING

THE RUSHFORTH FIRM, LTD.

Please list information on separate sheets of paper. Please categorize assets in the groups shown below.
List assets, not liabilities. Exclude assets owned by business entity. If married, clearly identify any separate property.

A.1. Real Estate (Even if mortgaged. Include all mineral and water rights and long-term leases.)

- Legal description. (Provide copy of recorded deed, mineral leases, any related homestead, and water right documents.)
- Street address (if any), city, county, and state.
- Assessor's parcel number from tax bill.
- Type (residential, commercial, farm, home lot, acreage, etc.).
- Exact name(s) on deeds.

A.2. Real Estate Contracts (Property being purchased by you on a contract instead of mortgage.)

- Exact name of seller(s).
- Exact name of buyer(s).
- Legal description of property. (Provide copy of contract and include assessor's parcel no.)
- Date of contract.
- Recording information, if any.

B.1. Securities Accounts (Securities held by broker or in dividend reinvestment accounts. List IRA's under E.3.)

- Name & address of stockbroker or mutual fund.
- Account number.
- Exact name(s) on account.

B.2. Securities (Stocks & Bonds for which you hold the actual certificates. List closely-held stock under E.2)

- Exact name of company.
- Certificate number(s).
- Number of shares for each certificate.
- Exact name(s) of owner(s).
- Type (stock, bond, mutual funds, etc.)

C.1. Checking, Savings and Other Cash Accounts (List CD's under C.2 and IRA's under E.3. Do not list accounts owned by corporation or other business entity.)

- Name & branch address of financial institution.
- Account number.
- Name of each person authorized to sign checks or withdrawals.
- Number of signatures required.
- Type of account (checking, savings, etc.)

C.2. Savings Certificates; Bonds & T-Bills

- Name & address of issuing institution or agency.
- Number of certificate.
- Face amount of certificate.
- Exact name(s) on certificate.

C.3. Promissory Notes Receivable (Money owed to you, including trust deeds and mortgages.)

- Exact name(s) of maker(s).
- Exact name(s) of payee(s).
- Original amount of note.
- Date note was signed.
- If secured by mortgage or trust deed, include assessor's parcel no. and provide copy of recorded document which shows:
 - legal description, including county and state; and
 - recording information, including date,

book, page, and document numbers.

C.4. Judgments; Amounts Receivable (Judgments; court orders; other documented amounts due you. Exclude oral promises and debts owed to businesses.)

- Name and address of debtor.
- Exact name for you.
- Date debt established.
- Purpose and type of debt. (Provide copy of judgment, decree, court order, or other documents.)

D.1. Life Insurance Policies

- Name & address of company.
- Name of insured.
- Name of owner.
- Policy number.
- Exact name(s) of primary beneficiary(ies).
- Exact name(s) of the contingent beneficiary(ies).
- Type of insurance (term, whole life, universal life, last-to-die, etc.).

E.1. Vehicles, Boats, Motor Homes; Mobile Homes, etc.

- Manufacturer/trade name.
- Year.
- Serial number.
- Exact name(s) on title.

E.2. Business Interests

- Name and location of business.
- Type of entity (partnership, corporation, limited-liability company, etc.)
- Description of your interest (shares, percentage ownership, etc.), including certificate numbers (for stock) or agreement dates (for partnership and limited-liability company interests).
- Is there a buy-sell agreement or other restrictions on transfers of assets? Explain.

E.3. IRA & KEOGH Accounts; Other Employee Death/Retirement Benefits

- Name & address of employer, lodge, union, bank, broker, etc.
- Employee or membership number.
- Exact name of employee.
- Nature and extent of benefits.
- Exact name(s) of primary beneficiary(ies).
- Exact name(s) of the contingent beneficiary(ies).

E.4. Safe-deposit Boxes

- Name & address of bank or vault company.
- Box number.
- Signatories.

E.5. Other Rights & Interests (Furnish full information.)

- Contracts, such as club memberships, timeshare interests, royalties, etc.
- Copyrights, patents, other intellectual property rights, etc.
- Expected inheritances; benefits and rights under existing trusts, including powers of appointment.
- Other assets not mentioned.