

Estate Planning Checklist

This checklist helps us understand your family, your wishes, and your assets so we can design an estate plan that meets your goals. Complete what you can — we'll walk through the rest together. There's no need to include Social Security or account numbers.

I General Information

YOUR LEGAL NAME

BIRTH DATE

YOUR SPOUSE'S LEGAL NAME

BIRTH DATE

HOME ADDRESS

CITY, STATE, ZIP

COUNTY OF RESIDENCE

PHONE NUMBER

EMAIL ADDRESS

HOW DID YOU HEAR ABOUT US?

DATE

Periodic updates: ☐ By email ☐ By regular mail ☐ No updates, thank you

II Your Family

Your children's legal names & birth dates

NAME

BIRTH DATE

Your grandchildren's legal names & birth dates

NAME

BIRTH DATE

- Are any of your children or grandchildren disabled or institutionalized? ☐ YES ☐ NO
- Do any of your children or grandchildren receive governmental support or benefits? ☐ YES ☐ NO
- Do any of your children or grandchildren have special educational, physical, or medical needs? ☐ YES ☐ NO
- Are any of your children or grandchildren adopted? ☐ YES ☐ NO
- Do you wish to disinherit any children, grandchildren, or other relatives? ☐ YES ☐ NO
- Were you or your spouse previously married? ☐ YES ☐ NO

- 7 Were there any children of that/those prior marriage(s)? ☐ YES ☐ NO
- 8 Have you and/or your spouse ever filed a gift tax return? ☐ YES ☐ NO
- 9 Did you and your spouse sign a pre-marital or post-marital agreement? ☐ YES ☐ NO

If you answered "Yes" to any of the above, please add details on a separate sheet.

III Your Estate Plan

1. Present Will and/or Trust

Do you have a present Will and/or Trust? If so, please send a copy with this checklist — even if you wish to change its terms completely.

- ☐ Yes, enclosed ☐ Yes, will send ☐ No

2. Specific Bequests

List any specific bequests (amounts of money, jewelry, etc.) you wish to leave to particular family members or friends. Use a separate sheet if needed.

3. Executors & Trustees

INITIAL EXECUTOR(S) / TRUSTEE(S)

FIRST SUCCESSOR(S)	SECOND SUCCESSOR(S)

4. Guardians (if you have minor children)

FIRST CHOICE

SECOND CHOICE

-------	-------

(a) What happens if married guardians become divorced?

(b) If one guardian dies, does the remaining guardian act, or do the successors take over?

5. Providing for Your Spouse (disregard if single)

- ☐ I want my spouse to have total control over my property (my separate property and my half of our community property), including the ability to leave my property to a new spouse.
- ☐ I want my spouse to have access to my property (income and principal) if needed during their lifetime, but I will decide where my property goes on their death (they cannot leave it to a new spouse).

6. Providing for Your Children (disregard if none)

- ☐ Distribute my property as a lump sum to my children once both my spouse and I are gone.
- ☐ Retain my property in trust and distribute it to my children in installments, at the percentages and ages below:
____% at age ____, then ____% at age ____, and then ____% at age ____.
- ☐ I do not want to treat the children equally. (Please explain on a separate sheet.)

7. Providing for Others

- ☐ I want to make gifts of money or property to other individuals. (Please provide a list.)
- ☐ I want to make gifts of money or property to certain charities. (Please provide a list.)

8. Catastrophic Event

If all of my immediate beneficiaries are deceased, I want my assets distributed:

- ☐ To my nearest living relatives as determined under California law (parents first, then siblings, then nieces and nephews, etc.).
- ☐ My own wishes (please describe):

9. Advance Health Care Directive

If I become incapacitated, I want the following people to make medical decisions:

FOR ME	FOR MY SPOUSE
1st choice	1st choice
2nd choice	2nd choice

IV Financial Information

Summary of assets. Married couples with both separate and community property should note how each asset is held in the "Title held" column. Feel free to attach additional sheets if you need more room. **Please do not list account numbers** — the institution name is all we need.

DESCRIPTION	CURRENT MARKET VALUE	LIENS / MORTGAGES	NET VALUE	HOW TITLE HELD	COST
1. Home (address)					
2. Other real estate (address or description)					
3. Investment accounts — non-IRA/401(k) (institution name)					
4. Bank accounts, CDs, etc. — (institution name)					
DESCRIPTION	CURRENT MARKET VALUE	LIENS / MORTGAGES	NET VALUE	HOW TITLE HELD	COST
5. Partnerships, closely held stock & other investments					
6. Promissory notes & deeds of trust owned by you					
7. Cars, furniture, furnishings, jewelry & other tangible property					
8. Valuable collections (stamps, art, etc.)					

Retirement plans

Are you or your spouse a participant in any 401(k), pension, profit-sharing, Keogh plan, or IRA? ☐ Yes ☐ No If yes, list below.

ACCOUNT OWNER	TYPE OF PLAN	VALUE OF ACCOUNT	BENEFICIARY

Life insurance

List life insurance on you and your spouse. You are the "insured" for policies on your life; your spouse is the "insured" for policies on their life.

INSURANCE COMPANY	INSURED	POLICY AMOUNT	LOANS	NET DEATH PROCEEDS	BENEFICIARY	OWNER

Debts (do not include mortgages or loans already listed above)

DESCRIPTION	AMOUNT
	\$
	\$
	\$

V Additional Information

- 1

Are you a beneficiary or trustee under a trust? If so, please send a copy of the document containing its terms.

☐ YES ☐ NO
- 2

Please send copies of the deeds or title policies (not trust deeds) and property-tax bills for each parcel of real property you own or have an interest in.
- 3

Do you own any real estate in another state? (If so, please send a copy of the deed(s).)

☐ YES ☐ NO
- 4

Do you live in another state part of the year?

☐ YES ☐ NO
- 5

If married, were any assets listed above received by gift or inheritance, or owned before your present marriage? If so, bring details to your appointment.

☐ YES ☐ NO
- 6

Are you or your spouse likely to receive an inheritance from a parent or other relative?

☐ YES ☐ NO
- 7

Have you or your spouse made gifts to one person in any year exceeding the annual gift-tax exclusion? If so, please send details and copies of any gift tax returns filed.

☐ YES ☐ NO
- 8

If married, have you and your spouse ever entered into an agreement regarding the ownership of your respective assets? If so, please send a copy.

☐ YES ☐ NO

Thank you for taking the time to complete this checklist. It helps us prepare your estate plan efficiently and tailor the documents to your specifications. We look forward to working with you.