



ESTATE ASSETS CHECKLIST and CERTIFICATION FORM

Estate of _____



LAW OFFICE OF JOHN L. ROBERTS

1200 Converse Street
Longmeadow, Massachusetts 01106

Phone: (413) 567-5600 Online: EstatePlansPlus.com

This Estate Assets Checklist will help you organize all the important information that we use to provide you and your family with efficient and timely service, and accomplish your goal of settling the Estate.


Do you have the following items? If not, our office can obtain these documents for you:

- Certified Copies of Certificate of Death.
- Certified Copies of Certificate of Death of Spouse (or other joint owner of property).
- State and Federal Income Tax returns for the past three years.
- Invoices for expenses of last illness and funeral expenses.


Do you have:

- An Accountant or Tax Preparer? Name:
Address:
Phone:




- Financial Advisor or other financial professional? Name:
Address:
Phone:

YES	NO	✓ After you have checked either "Yes" or "No" next to each asset category, sign on the last page. Your signature certifies the extent of estate assets, so we can advise you on estate tax and income tax matters.	
		Did the decedent own any Real Estate? Please list the parcels of real estate.	
			
		Property Value	Location, Address
			Ownership: Sole owner? Joint? Name of Joint Owner





YES	NO	Were any Trusts ever created by the decedent? List details: 																								
YES	NO	Were there any Trusts that were not created by the decedent, but which gave the decedent a power, a beneficial interest, or a trusteeship?																								
YES	NO	Was the decedent ever the beneficiary of a Trust that claimed a tax deduction by an estate of a pre-deceased spouse?																								
YES	NO	Did the decedent ever possess, exercise, or release a power of appointment (ability to influence ownership) over assets or property?																								
YES	NO	Did the decedent own any annuities? <table border="1" data-bbox="272 856 1502 1186"> <thead> <tr> <th>Account Balance</th> <th>Name of Financial Institution, and Account Number</th> <th>Named Beneficiary</th> </tr> </thead> <tbody> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> </tbody> </table> <p>To Simplify, attach photocopies of annuity statements.</p>	Account Balance	Name of Financial Institution, and Account Number	Named Beneficiary	\$			\$			\$			\$			\$			\$			\$		
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YES	NO	Did the decedent own any IRA accounts? <table border="1" data-bbox="272 1260 1502 1589"> <thead> <tr> <th>Account Balance</th> <th>Name of Custodian, and Account Number</th> <th>Named Beneficiary</th> </tr> </thead> <tbody> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> </tbody> </table> <p>To Simplify, attach photocopies of IRA account statements.</p>	Account Balance	Name of Custodian, and Account Number	Named Beneficiary	\$			\$			\$			\$			\$			\$			\$		
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YES	NO	Was the decedent the beneficiary of any annuity, IRA or pension plan account? <table border="1" data-bbox="272 1663 1502 1911"> <thead> <tr> <th>Account Balance</th> <th>Name of Custodian, and Account Number</th> <th>Name of Account Owner</th> </tr> </thead> <tbody> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> <tr><td>\$</td><td></td><td></td></tr> </tbody> </table>	Account Balance	Name of Custodian, and Account Number	Name of Account Owner	\$			\$			\$			\$			\$								
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YES	NO	<p>Did the decedent own any stocks or bonds? If Yes: list the face amount of bonds and the number of shares of each stock. We can determine the share values or stock for you. To simplify, attach broker statements or photocopies of bond and stock certificates</p> 																													
		<table border="1"> <thead> <tr> <th>Number of shares, or face value of bond</th> <th>Name of Security</th> <th>Ownership: Sole owner? Joint? Name of Joint Owner</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Number of shares, or face value of bond	Name of Security	Ownership: Sole owner? Joint? Name of Joint Owner																								
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		Links to Info on Savings Bonds and Treasury Bills ; Calculate Value of Savings Bonds																													
YES	NO	<p>Did the decedent have cash on hand? Please list the amount of cash, and location.</p> 																													
YES	NO	<p>Did the decedent have bank accounts? List the amount of funds on deposit, and ownership of each account</p> <table border="1"> <thead> <tr> <th>Account Balance</th> <th>Name of Bank, Type of Account, Account Number</th> <th>Ownership: Sole owner? Joint? Name of Joint Owner</th> </tr> </thead> <tbody> <tr><td>\$</td><td> </td><td> </td></tr> <tr><td>\$</td><td> </td><td> </td></tr> <tr><td>\$</td><td> </td><td> </td></tr> <tr><td>\$</td><td> </td><td> </td></tr> <tr><td>\$</td><td> </td><td> </td></tr> <tr><td>\$</td><td> </td><td> </td></tr> <tr><td>\$</td><td> </td><td> </td></tr> </tbody> </table>			Account Balance	Name of Bank, Type of Account, Account Number	Ownership: Sole owner? Joint? Name of Joint Owner	\$			\$			\$			\$			\$			\$			\$					
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		Check for missing bank accounts at missingmoney.com and Unclaimed.org																													
YES	NO	<p>Did the decedent have, or have access to a safe deposit box? If Yes: list the location and contents of the safe deposit box. Was the safe deposit box owned jointly with another person?</p> 																													



YES	NO	<p>Were there any Life Insurance policies which covered the decedent's life? If Yes: provide photocopies of policy statements, and list:</p> <table border="1" data-bbox="272 338 1503 674"> <thead> <tr> <th data-bbox="272 338 500 369">Policy Value</th> <th data-bbox="500 338 979 369">Name of Insurance Company</th> <th data-bbox="979 338 1503 369">Named Beneficiaries</th> </tr> </thead> <tbody> <tr><td data-bbox="272 369 500 401">\$</td><td data-bbox="500 369 979 401"></td><td data-bbox="979 369 1503 401"></td></tr> <tr><td data-bbox="272 401 500 432">\$</td><td data-bbox="500 401 979 432"></td><td data-bbox="979 401 1503 432"></td></tr> <tr><td data-bbox="272 432 500 464">\$</td><td data-bbox="500 432 979 464"></td><td data-bbox="979 432 1503 464"></td></tr> <tr><td data-bbox="272 464 500 495">\$</td><td data-bbox="500 464 979 495"></td><td data-bbox="979 464 1503 495"></td></tr> <tr><td data-bbox="272 495 500 527">\$</td><td data-bbox="500 495 979 527"></td><td data-bbox="979 495 1503 527"></td></tr> <tr><td data-bbox="272 527 500 558">\$</td><td data-bbox="500 527 979 558"></td><td data-bbox="979 527 1503 558"></td></tr> <tr><td data-bbox="272 558 500 590">\$</td><td data-bbox="500 558 979 590"></td><td data-bbox="979 558 1503 590"></td></tr> <tr><td data-bbox="272 590 500 621">\$</td><td data-bbox="500 590 979 621"></td><td data-bbox="979 590 1503 621"></td></tr> <tr><td data-bbox="272 621 500 653">\$</td><td data-bbox="500 621 979 653"></td><td data-bbox="979 621 1503 653"></td></tr> </tbody> </table> <p>Links for: Locating Insurance Companies, Finding Lost Insurance Policies</p>	Policy Value	Name of Insurance Company	Named Beneficiaries	\$			\$			\$			\$			\$			\$			\$			\$			\$		
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YES	NO	<p>Did the decedent own any Life Insurance that insured someone else's life? If Yes: provide photocopies of policy statements, and list:</p> <table border="1" data-bbox="272 821 1503 1188"> <thead> <tr> <th data-bbox="272 821 548 884">Policy Face Value/ Surrender Value</th> <th data-bbox="548 821 1049 884">Name of Insurance Company Policy #</th> <th data-bbox="1049 821 1503 884">Named Beneficiaries</th> </tr> </thead> <tbody> <tr><td data-bbox="272 884 548 915">\$</td><td data-bbox="548 884 1049 915"></td><td data-bbox="1049 884 1503 915"></td></tr> <tr><td data-bbox="272 915 548 947">\$</td><td data-bbox="548 915 1049 947"></td><td data-bbox="1049 915 1503 947"></td></tr> <tr><td data-bbox="272 947 548 978">\$</td><td data-bbox="548 947 1049 978"></td><td data-bbox="1049 947 1503 978"></td></tr> <tr><td data-bbox="272 978 548 1010">\$</td><td data-bbox="548 978 1049 1010"></td><td data-bbox="1049 978 1503 1010"></td></tr> <tr><td data-bbox="272 1010 548 1041">\$</td><td data-bbox="548 1010 1049 1041"></td><td data-bbox="1049 1010 1503 1041"></td></tr> <tr><td data-bbox="272 1041 548 1073">\$</td><td data-bbox="548 1041 1049 1073"></td><td data-bbox="1049 1041 1503 1073"></td></tr> <tr><td data-bbox="272 1073 548 1104">\$</td><td data-bbox="548 1073 1049 1104"></td><td data-bbox="1049 1073 1503 1104"></td></tr> <tr><td data-bbox="272 1104 548 1136">\$</td><td data-bbox="548 1104 1049 1136"></td><td data-bbox="1049 1104 1503 1136"></td></tr> <tr><td data-bbox="272 1136 548 1167">\$</td><td data-bbox="548 1136 1049 1167"></td><td data-bbox="1049 1136 1503 1167"></td></tr> </tbody> </table>	Policy Face Value/ Surrender Value	Name of Insurance Company Policy #	Named Beneficiaries	\$			\$			\$			\$			\$			\$			\$			\$			\$		
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YES	NO	<p>Did the Decedent own an interest in a partnership, an unincorporated business, or stock in an inactive or closely held corporation?</p> 																														
YES	NO	<p>Did the Decedent make any gifts or transfers during the past three years involving more than \$13,000.00?</p> 																														
YES	NO	<p>Has the Decedent ever filed any Gift Tax Returns?</p> <p>To simplify, attach photocopies of each Form 709 Gift Tax Return.</p>																														
YES	NO	<p>As a result of the decedent's employment or death, has the Decedent's estate, spouse, or any other person, received (or be entitled to receive) any bonus or award? Examples: Death Benefits from Pensions, Annuities, Fraternal Organizations If Yes: list full details.</p>																														



YES	NO	<p>Did the decedent own motor vehicles? If Yes, list:</p>  <table border="1" data-bbox="272 306 1503 562"> <thead> <tr> <th data-bbox="272 306 500 369">Year</th> <th data-bbox="500 306 979 369">Make, Model, VIN</th> <th data-bbox="979 306 1503 369">Ownership? Name of Joint Owner?</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>To simplify, attach photocopies of title or registration documents.</p>	Year	Make, Model, VIN	Ownership? Name of Joint Owner?															
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YES	NO	<p>Did the decedent own any other types of property, such as Oil And Gas Interests, Literary And Artistic Rights, Patents, Copyrights, And Trademarks, Claims, Any Right Of Action or Lawsuit pending or possible in the future? If Yes, please describe:</p>																		
YES	NO	<p>Did the decedent own any articles of artistic or collectable value? Please list each item in the collection.</p>																		
YES	NO	<p>Did the decedent have Joint Ownership of bank accounts, real estate or any other type of property that are not mentioned above? If Yes: describe the property and list name and address of the joint owner(s):</p>																		
YES	NO	<p>Did the decedent own bank accounts, real estate or any other type of property not mentioned above as a Life Tenant or lifetime owner? If Yes: describe the property and list name and address of the joint owner(s) or remainder owner(s):</p>																		
YES	NO	<p>Did the decedent owe any money to anyone? If Yes: list all unpaid bills, credit card balances, mortgages and other debts of the decedent, with the name, address and phone number of the creditor, and nature of the claim.</p> 																		



I, _____, hereby certify under the pains and penalties of perjury that the information contained on the preceding pages is true, accurate and complete, and to the best of my knowledge.

Date: _____ Signed: _____
Personal Representative / Person in possession of property

The goal of the Law Office of John L. Roberts is to provide you and your family with efficient and timely service.

More Information on:

[Your Role as a Personal Representative](#)

[Probate of Decedent's Estates in Massachusetts](#)

[Settling the Affairs of a Loved One, and Safeguarding the Estate](#)

