



ESTATE INVENTORY BOOKLET

Date prepared:



Table of contents

	Personal information	3
	Contact information for key partners	4
	Asset information	5
	Liability information	11
	Important estate plan documents	12
	Notes	14

Introduction

The first step to estate planning is to create an inventory of important personal information. This booklet helps you to identify and understand the key components of your estate. It also prompts you with questions to ask your advisor about the development of your plan.

Your privacy is our priority. Your privacy rights and our commitment to you are outlined in our privacy policy at <https://www.cibc.com/en/privacy-security/privacy-policy.html>.



Personal information

Your information

Name:

Primary address:

Secondary address:

Date of birth:

Place of birth:

Citizenship:

Social insurance number:

Home telephone:

Business telephone:

Email:

Your spouse / partner

Name:

Primary address:

Secondary address:

Date of birth:

Place of birth:

Citizenship:

Social insurance number:

Home telephone:

Business telephone:

Email:

Your family

Name	Relationship	Age	Address	Dependent (Y/N)
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Your executor / co-executors

Name:

Relationship:



Contact information for key partners

Lawyer

Name:	Firm:
Address:	Email:
Telephone:	Fax:

Accountant

Name:	Firm:
Address:	Email:
Telephone:	Fax:

Financial advisor

Name:	Firm:
Address:	Email:
Telephone:	Fax:

Other advisors (investment or insurance)

Name:	Firm:
Type of advisor:	
Address:	Email:
Telephone:	Fax:



Asset information

Bank accounts

Name of institution:	
Type:	If joint, with whom
Account #:	
Address:	
Market value:	\$0.00
Total market value	\$0.00

[Add bank account 2](#)
 [Add bank account 3](#)
 [Add bank account 4](#)
 [Add bank account 5](#)

Investment accounts – non-registered

Name of institution:	
Type:	If joint, with whom
Account #:	
Address:	
Market value:	\$0.00
Total market value:	\$0.00

[Add investment account 2](#)
 [Add investment account 3](#)
 [Add investment account 4](#)
 [Add investment account 5](#)



Asset information

Registered plans

RRSP / RRIF / LIRA / LIF / RCA

Type	Details of institution	Beneficiary(ies) ¹	Market value
Please Select	Name		
	Address		\$0.00
	Address		\$0.00
Total			\$0.00
+Add registered plan 2	+Add registered plan 3	+Add registered plan 4	+Add registered plan 5

TFSA / RDSP² / RESP

Type	Details of institution	Beneficiary(ies) ¹	Market value
Please Select	Name		
	Address		\$0.00
Total			\$0.00
+Add registered plan 2	+Add registered plan 3	+Add registered plan 4	+Add registered plan 5

Registered pension plans / annuities

Type	Details of institution	Name of beneficiary ¹ (ies)	Assessed value
Please select	Company name:		
	Address:		
	Plan #:		
	General phone:		\$0.00
Total			\$0.00
+RPP / Annuities 2	+RPP / Annuities 3	+RPP / Annuities 4	+RPP / Annuities 5

¹ Beneficiary designations are not permitted in Quebec with the exception of insurance products.

² Spousal plans are not available for TFSAs or RDSPs.



Asset information

Real estate

Principal residence

Information	Details	Type	Ownership	Market value
Address:	Country:			\$0.00
			Total	\$0.00

+Real estate 2 +Real estate 3 +Real estate 4

Secondary vacation / recreational

Information		Ownership	Assessed value	
Address:	Country:		\$0.00	
			Total	\$0.00

+Secondary 2 +Secondary 3 +Secondary 4

Investment property

Property information	Contact info	Type / Ownership	Total # units	Market value
Address:	Country:			\$0.00
Property mgr:	Contact:			
			Total	\$0.00

+Investment property 2 +Investment property 3 +Investment property 4



Asset information

Business interests

	Type of ownership	Interest held	Market value
Company:			
Address:		0%	\$0.00
		Total	\$0.00

+Business interests 2 +Business interests 3 +Business interests 4

Individual life insurance

Name of institution(s), policy number(s)	Owner or life insured	Name of beneficiaries (primary and alternate)	Death benefit	Cash value
Name of Institution:				
Type of policy:				
Policy #:			\$0.00	\$0.00
			Total	\$0.00

+Individual life 2 +Individual life 3 +Individual life 4



Asset information

Group life insurance

Name of institution(s), policy number(s)	Owner or life insured	Name of beneficiaries (primary and alternate)	Death benefit	Cash value
Name of institution:				
Type of policy:	Policy #:		\$0.00	\$0.00
			Total	\$0.00
+Group life 2	+Group life 3	+Group life 4		

Trust accounts

			Market value	
Name of trust:	Name of institution:			
Address:	Account #:			
Trustee:	Name of beneficiary:			\$0.00
			Total	\$0.00
+Trust account 2	+Trust account 3	+Trust account 4		

Debts owing to me

Name	Address	Amount owed	Location of loan documents	Additional details



Asset information

Charitable accounts

Type		Market value
Please select	Name of charitable account:	
	Name of institution:	
	Address:	
	Account #:	\$0.00
Total		\$0.00

+Charitable account 2 +Charitable account 3 +Charitable account 4

Miscellaneous

Automobiles, boats, jewelry, art, etc.	Type	Assessed value
Address:	Country:	\$0.00
Total		\$0.00

+Miscellaneous 2 +Miscellaneous 3 +Miscellaneous 4



Liability information

Liabilities

Mortgages, bank loans, lines of credit, home buyers, life-long learning path, accrued taxes, credit cards, other debt, guarantees						Type	Cash value
							\$0.00
						Total	\$0.00
+Liabilities 2	+Liabilities 3	+Liabilities 4	+Liabilities 5	+Liabilities 6	+Liabilities 7		
+Liabilities 8	+Liabilities 9	+Liabilities 10					



Important estate plan documents

Wills

	Self	Spouse / Partner
Date of will / codicil prepared:		
Name of lawyer:		
Name of legal firm:		
Lawyer(s) contact number(s)		
Executor(s) name:		
Executor(s) contact number		
Address where documents held:		

Powers of attorney¹

Property	Self	Spouse / Partner
Attorney for property:		
Contact number:		
Address where documents held:		

Personal care	Self	Spouse / Partner
Attorney for health directive:		
Contact number:		
Address where documents held:		

Guardian(s) of minor children named in will

Name:
Address:
Telephone:
Relationship:

¹ The terminology for Powers of Attorney may vary among provinces.



Important estate plan documents

Funeral pre-planning

	Self	Spouse / Partner
Name of funeral home:		
Funeral home contact number:		
Religious contact name:		
Religious contact phone number:		
Cemetery name:		
Plot location:		

Safety deposit box

Location: _____

Box number: _____

Key location: _____

Digital assets

(eg. family pictures, important proprietary information stored on your computer)

Password location: _____

File location: _____

Location of other documents

ie. marriage licence, custody / adoption papers, co-habitation and separation agreements, divorce decree, shareholders' agreement



Notes

A large, empty light gray rectangular area intended for taking notes.

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