

## **INVENTORY CHECKLIST FOR ESTATE ADMINISTRATION**

Please provide the information requested.\* Categorize assets in the groups shown below. Indicate any co-owners, and identify all community property. For co-owned property, provide each owner's interest and contributions. An appraised or verified value must be provided for each item as of the date of the decedent's death. As they become available, please provide copies of all appraisals and valuation opinions. For cash and securities, interest and dividends accrued to date of death must be listed. If an asset is subject to a liability, indicate both the gross value of the asset and the amount of the outstanding liability (as of the date of death). A federal estate tax return (IRS Form 706) is required for gross estates exceeding \$5,049,000 for decedents dying in 2017 and \$5,600,000 for decedent's dying in 2018, and the values reported on the Form 706 should match those shown on the probate inventory.

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

- a. Legal description. (Provide copy of recorded documents, e.g., deed, mineral leases, homestead declaration, and water rights documents.)
- b. Type of property and street address (if any), city, county, and state.
- c. Assessor's parcel number from tax bill.
- d. Amounts owing on all mortgages, trust deeds, liens, and other encumbrances.

**A.2. Real Estate Contracts** (Property being purchased by the decedent on a contract. If possible, provide copy of contract.)

- a. Exact name of each party.
- b. Legal description of property, street address (if any) and assessor's parcel number.
- c. Date of contract.
- d. Recording information, if any.

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

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

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

- a. Exact name of company.
- b. Certificate number(s).
- c. Number of shares for each certificate.
- d. Exact name(s) of owner(s).
- e. 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.)

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

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

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

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

- a. Exact name(s) of maker(s).
- b. Exact name(s) of payee(s).
- c. Original amount of note.
- d. Date note was signed.
- e. If secured by mortgage or trust deed, include assessor's parcel number and provide copy of recorded document which shows:
  - (1) legal description, including county and state; and
  - (2) recording information, including date, book, page, and document numbers.

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

- a. Name and address of debtor.
- b. Exact name for the decedent.

- c. Date debt established.
- d. Purpose and type of debt. (Provide copy of judgment, decree, court order, or other documents.)

**D.1. Life Insurance Policies** (If owned by decedent or payable to estate.)

- a. Name & address of company.
- b. Policy number.
- c. Name of insured, name of owner.
- d. Exact name(s) of primary beneficiary(ies).
- e. Exact name(s) of the contingent beneficiary(ies).
- f. Request IRS Form 712 from insurer.

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

- a. Manufacturer/trade name.
- b. Year.
- c. Serial number.
- d. Exact name(s) on title.

**E.2. Business Interests**

- a. Name and location of business.
- b. Type of entity (partnership, corporation, limited-liability company, etc.)
- c. Tax status of entity (S corporation, C corporation, partnership, disregarded entity, etc.)
- d. Description of decedent's interest (shares, percentage ownership, etc.), including certificate numbers (for stock) or agreement dates (for partnership and limited-liability company interests).
- e. Explain any restrictions on transfers of owners' interests under buy-sell agreements, liens, loan covenants, etc.
- f. Information regarding special regulations or licensing (e.g., gaming license, liquor license, professional license, etc.).

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

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

**E.4. Safe-deposit Boxes**

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

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

- a. Contracts, such as club memberships, contractual timeshare interests, royalties, etc.
- b. Intellectual property (e.g., copyrights, patents, trademarks, etc.)
- c. Benefits and rights under existing trusts, including powers of appointment.
- d. Aircraft, including commercial-use drones.
- e. Collections (antiques, antiquities, art, autographs, coins and currency, comic books, documents, figurines, gems, guns, jewelry, photos, precious metal, sports memorabilia, stamps, trading cards, etc.)
- f. Digital property and other digital rights (including online financial and social media accounts) of the decedent.
- g. Other assets not mentioned.