The family inventory

Provide key information for your loved ones

Wealth Management

Table of contents

3 Introduction
4 Personal
8 Family members
9 Family values
10 Insurance
12 Financial professional
12 Other professionals
14 Bank
15 Loans and credit
17 Other financial assets
17 Safe-deposit box
17 Home safe
18 Locker
19 Real estate holdings
20 Medical history
21 Trusts, wills and directives
22 Your spouse's or partner's funeral and will
23 Digital assets
25 Notes
26 Resources

Investment and insurance products offered through RBC Wealth Management are not insured by the FDIC or any other federal government agency, are not deposits or other obligations of, or guaranteed by, a bank or any bank affiliate, and are subject to investment risks, including possible loss of the principal amount invested.

Introduction

The family inventory guidebook is designed to help you gather a comprehensive list of all information pertaining to your family's current financial status, such as:

- Personal information
- Professional advisors
- Banking
- Investments
- Assets
- Insurance

Completing this inventory is a first step in developing your estate plan. It will increase the likelihood your assets are accounted for and considered and your beneficiaries are set up. An up-to-date inventory will prove invaluable to your surviving heirs, executors, trustees and advisors as your estate is settled.

This inventory is also a useful reference when creating or updating your wealth management plan. It will help you step back and look at your overall financial situation and confirm that you have considered all aspects of your financial affairs.

You should update this document whenever significant changes in your family's financial status occur. Due to the level of detail and personal information, be sure to keep the information secure by adding password protection to your electronic copy and storing any printed copies in a safe place. If you have any questions while using this document, please contact your advisor at RBC Wealth Management.

RBC Wealth Management

RBC Wealth Management provides comprehensive services to address your multifaceted financial concerns, simplify your life, give you freedom to pursue your other priorities and provide you with confidence to achieve your goals.

Whether you need assistance managing your family's wealth, maximizing your business investments or providing stewardship for nonprofit assets, RBC Wealth Management provides the solutions you need in key areas, such as wealth management planning, private banking, investment management, and estate and trust services.

RBC Wealth Management provides the specific services you need, today and in the future, and your financial advisor tailors them to your individual needs. Your RBC Wealth Management advisor, supported by a team of specialists, helps you address your wealth management needs through each stage of your life:

- Accumulating wealth and growing your assets
- Protecting your wealth by managing risk
- Managing the affairs of a loved one
- Converting your wealth to an income stream
- Transferring wealth to your heirs
- Creating an enduring legacy
- Preserving your values across generations

RBC Wealth Management publications

To help you understand your choices and make informed decisions, RBC Wealth Management publishes a wide variety of financial, tax and estate publications, written on wealth management for high-net-worth investors. Please ask your financial advisor for more information about other RBC Wealth Management publications.

Personal

Your full legal name	
Cell phone:	Social Security:
Address:	
Place of birth:	Birth date:
Driver's license:	Passport:
Primary care physician name & phone:	
Health insurance plan name & ID:	
Blood type:	Allergies:
Medications and dosages:	
Employer & address:	
HR contact name & phone:	

Spouse's or partner's full legal name	
Cell phone:	Social Security:
Address:	
Place of birth:	Birth date:
Driver's license:	Passport:
Primary care physician name & phone:	
Health insurance plan name & ID:	
Blood type:	Allergies:
Medications and dosages:	
Employer & address:	
HR contact name & phone:	

Emergency contact list	
Name:	
Home phone:	Cell phone:
Name:	
Home phone:	Cell phone:
Name:	
Home phone:	Cell phone:

Personal *continued*

Dependents	
Name:	
Relationship:	Social Security:
School name:	
School phone:	
Health insurance plan name & ID:	
Medications & dosages:	
Passport:	Birth date:
Allergies:	Blood type:

Name:	
Relationship:	Social Security:
School name:	
School phone:	
Health insurance plan name & ID:	
Medications & dosages:	
Passport:	Birth date:
Allergies:	Blood type:

Name:	
Relationship:	Social Security:
School name:	
School phone:	
Health insurance plan name & ID:	
Medications & dosages:	
Passport:	Birth date:
Allergies:	Blood type:

Personal *continued*

Dependents *continued*	
Name:	
Relationship:	Social Security:
School name:	
School phone:	
Health insurance plan name & ID:	
Medications & dosages:	
Passport:	Birth date:
Allergies:	Blood type:

Name:	
Relationship:	Social Security:
School name:	
School phone:	
Health insurance plan name & ID:	
Medications & dosages:	
Passport:	Birth date:
Allergies:	Blood type:

Name:	
Relationship:	Social Security:
School name:	
School phone:	
Health insurance plan name & ID:	
Medications & dosages:	
Passport:	Birth date:
Allergies:	Blood type:

Personal *continued*

Dependents *continued*	
Pediatrician name:	Phone:
Address:	
Dentist name:	Phone:
Address:	
Specialist name:	Phone:
Address:	
Daycare provider:	Phone:
Address:	

Pets	
Veterinarian name:	Phone:
Pet(s) name & type:	
Special considerations:	

Neighbors or friends	
Name:	Phone:
Name:	Phone:
Name:	Phone:
Name:	Phone:
Name:	Phone:

Family members

Include children, grandchildren and other loved ones

Name:	Date of birth:	Relationship:	Marital status:	Notes:

Family values

What unites your family?

Engaging with your family on financial matters often involves discussions about your values and priorities. Taking inventory of the values within your own family across generations is a good exercise to find common ground and stir conversations about the legacy you want to cultivate.

The following list may help you reflect on the values that are most important to you. Put an "X" next to those you relate to and feel free to add your own.

___ Achievement
___ Authenticity
___ Balance
___ Community
___ Compassion
___ Curiosity
___ Culture
___ Entrepreneurship
___ Faith
___ Family
___ Generosity
___ Gratitude
___ Growth
___ Impact
___ Integrity
___ Knowledge
___ Leadership
___ Learning
___ Legacy
___ Perseverance
___ Philanthropy
___ Purpose
___ Reputation
___ Responsibility
___ Service
___ Stewardship
___ Tradition
___ Travel
___ Work

Guiding the discussion

What defines your family's success? Business, property or is it more elusive: traditions, values or ethics? And how will you pass it on to the next generation with forethought, clear goals and careful execution?

Identify three values that resonate the most with you and why:

Value 1: _____

Value 2: _____

Value 3: _____

Articulate your wishes, plans or expectations around traditions, values and ethics:

_____

_____

_____

_____

_____

_____

_____

_____

Financial

Insurance		
Insurance company name:	Insured name(s):	
Agent:	Agent email:	
Address:		Phone:
Auto policy:	Homeowner policy:	
Life insurance policy:	Long-term care policy:	
Policy location:	Umbrella policy:	
User name:	Password:	

Insurance company name:	Insured name(s):	
Agent:	Agent email:	
Address:		Phone:
Auto policy:	Homeowner policy:	
Life insurance policy:	Long-term care policy:	
Policy location:	Umbrella policy:	
User name:	Password:	

Insurance company name:	Insured name(s):	
Agent:	Agent email:	
Address:		Phone:
Auto policy:	Homeowner policy:	
Life insurance policy:	Long-term care policy:	
Policy location:	Umbrella policy:	
User name:	Password:	

Insurance company name:	Insured name(s):	
Agent:	Agent email:	
Address:		Phone:
Auto policy:	Homeowner policy:	
Life insurance policy:	Long-term care policy:	
Policy location:	Umbrella policy:	
User name:	Password:	

Financial *continued*

Insurance		
Insurance company name:	Insured name(s):	
Agent:	Agent email:	
Address:		Phone:
Auto policy:	Homeowner policy:	
Life insurance policy:	Long-term care policy:	
Policy location:	Umbrella policy:	
User name:	Password:	

Insurance company name:	Insured name(s):	
Agent:	Agent email:	
Address:		Phone:
Auto policy:	Homeowner policy:	
Life insurance policy:	Long-term care policy:	
Policy location:	Umbrella policy:	
User name:	Password:	

Insurance company name:	Insured name(s):	
Agent:	Agent email:	
Address:		Phone:
Auto policy:	Homeowner policy:	
Life insurance policy:	Long-term care policy:	
Policy location:	Umbrella policy:	
User name:	Password:	

Insurance company name:	Insured name(s):	
Agent:	Agent email:	
Address:		Phone:
Auto policy:	Homeowner policy:	
Life insurance policy:	Long-term care policy:	
Policy location:	Umbrella policy:	
User name:	Password:	

Financial *continued*

Financial professional

Financial professional name:	
Phone:	Email:
Firm name & address:	
Statement location:	
Account 1:	Account 2:
Account 3:	Account 4:

Financial professional name:	
Phone:	Email:
Firm name & address:	
Statement location:	
Account 1:	Account 2:
Account 3:	Account 4:

Other professionals

Attorney name:	
Phone:	Email:
Firm name & address:	

Attorney name:	
Phone:	Email:
Firm name & address:	

Attorney name:	
Phone:	Email:
Firm name & address:	

Financial *continued*

Other professionals	
Tax professional name:	
Phone:	Email:
Firm name & address:	
Professional name:	Service provided:
Phone:	Email:
Firm name & address:	
Professional name:	Service provided:
Phone:	Email:
Firm name & address:	
Professional name:	Service provided:
Phone:	Email:
Firm name & address:	
Professional name:	Service provided:
Phone:	Email:
Firm name & address:	
Professional name:	Service provided:
Phone:	Email:
Firm name & address:	
Professional name:	Service provided:
Phone:	Email:
Firm name & address:	
Professional name:	Service provided:
Phone:	Email:
Firm name & address:	

Financial *continued*

Bank			
Bank name:		Phone:	
Address:			
User name:		Password:	
Checking:			
Savings:			
ATM check card:		PIN:	
Certificates of deposit: ☐ Yes ☐ No	Amount:	Amount:	Amount:
Line of credit:		Line of credit:	

Bank name:		Phone:	
Address:			
User name:		Password:	
Checking:			
Savings:			
ATM check card:		PIN:	
Certificates of deposit: ☐ Yes ☐ No	Amount:	Amount:	Amount:
Line of credit:		Line of credit:	

Bank name:		Phone:	
Address:			
User name:		Password:	
Checking:			
Savings:			
ATM check card:		PIN:	
Certificates of deposit: ☐ Yes ☐ No	Amount:	Amount:	Amount:
Line of credit:		Line of credit:	

Financial *continued*

Loans and credit	
Home loan	
Mortgage holder:	Phone:
Address:	
User name:	Password:
Account:	Signee: ☐ Self ☐ Spouse/partner
Second mortgage holder:	Phone:
Address:	
User name:	Password:
Account:	Signee: ☐ Self ☐ Spouse/partner
Home equity holder:	Phone:
Address:	
User name:	Password:
Account:	Signee: ☐ Self ☐ Spouse/partner
Car loan	
Loan holder:	Phone:
Address:	
User name:	Password:
Account:	Signee: ☐ Self ☐ Spouse/partner
Car loan	
Loan holder:	Phone:
Address:	
User name:	Password:
Account:	Signee: ☐ Self ☐ Spouse/partner

Financial *continued*

Loans and credit *continued*

Miscellaneous loan

Holder:	Phone:
Address:	
User name:	Password:
Account:	Signee: ☐ Self ☐ Spouse/partner

Credit card

☐ Visa ☐ Amex ☐ MasterCard ☐ Discover ☐ Other	Account:
Billing address:	
User name:	Password:
Cardholder name:	Phone:

☐ Visa ☐ Amex ☐ MasterCard ☐ Discover ☐ Other	Account:
Billing address:	
User name:	Password:
Cardholder name:	Phone:

☐ Visa ☐ Amex ☐ MasterCard ☐ Discover ☐ Other	Account:
Billing address:	
User name:	Password:
Cardholder name:	Phone:

☐ Visa ☐ Amex ☐ MasterCard ☐ Discover ☐ Other	Account:
Billing address:	
User name:	Password:
Cardholder name:	Phone:

☐ Visa ☐ Amex ☐ MasterCard ☐ Discover ☐ Other	Account:
Billing address:	
User name:	Password:
Cardholder name:	Phone:

Financial *continued*

Other financial assets

Mutual funds, stocks, bonds, collectibles, antiques, etc.

	Item description	Location	Beneficiary	Value
1.				$
2.				$
3.				$
4.				$
5.				$
6.				$
7.				$
8.				$
9.				$
10.				$
11.				$
12.				$
13.				$
14.				$
15.				$
16.				$
17.				$
18.				$
19.				$
20.				$

Safe-deposit box

☐ Yes ☐ No

Address of box location:

Location of key to box: | Box number:

Home safe

☐ Yes ☐ No

Location and combination:

Financial *continued*

Locker

☐ Gym ☐ Country club ☐ Other

Member name:

Name and address of facility:

Locker:	Lock combination:

☐ Gym ☐ Country club ☐ Other

Member name:

Name and address of facility:

Locker:	Lock combination:

☐ Gym ☐ Country club ☐ Other

Member name:

Name and address of facility:

Locker:	Lock combination:

Real estate holdings

Type of real estate:	
Address:	
Deed location:	Name on deed:

Type of real estate:	
Address:	
Deed location:	Name on deed:

Type of real estate:	
Address:	
Deed location:	Name on deed:

Type of real estate:	
Address:	
Deed location:	Name on deed:

Type of real estate:	
Address:	
Deed location:	Name on deed:

Type of real estate:	
Address:	
Deed location:	Name on deed:

Type of real estate:	
Address:	
Deed location:	Name on deed:

Type of real estate:	
Address:	
Deed location:	Name on deed:

Medical history

This information may become very important for your spouse, children and grandchildren. It is also suggested that you keep an updated copy of your medical records for your family, as physicians often ask for it.

I have had treatment for (add details, if box selected below):	
☐ Cancer:	☐ Heart:
☐ Tuberculosis:	☐ Arthritis:
☐ Kidney disorder:	☐ Dementia:
☐ Diabetes:	☐ Other:
☐ Circulatory problems:	
☐ Allergies, list:	

Medical professional	
Name:	Phone:
Treats me for:	
Address/clinic:	
Name:	Phone:
Treats me for:	
Address/clinic:	
Name:	Phone:
Treats me for:	
Address/clinic:	
I have a living will: ☐ Yes ☐ No	
Location of document:	
Additional remarks:	
Do not resuscitate instruction: ☐ Yes ☐ No	
Location of document:	
Additional remarks:	
I am an organ donor: ☐ Yes ☐ No	
Additional remarks:	

Trusts, wills and directives

Preplanned funeral	
Funeral home:	
Contact name:	Phone:
Details:	
☐ Cemetery burial ☐ Cremation	
Plot location or cremated remains:	Deed location:

Your will	
Date of last will:	Will location:
Lawyer:	Phone:
Address:	
Executor(s)/trustee(s):	Phone:
Address:	

Beneficiaries	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	

Power of Attorney	
Name:	Phone:
Address:	
Date created:	Date of last amendment:
Trust location:	
Lawyer:	Phone:
Address:	
Successor trustee(s):	

Trust	
Name:	Phone:
Address:	

Advance Care Directives	
Name:	Phone:
Address:	

Your spouse's or partner's funeral and will

Preplanned funeral	
Funeral home:	
Contact name:	Phone:
Details:	
Cemetery plot:	
Plot location:	Deed location:

Your spouse's or partner's will	
Date of last will:	Will location:
Lawyer:	Phone:
Address:	
Executor(s)/trustee(s):	Phone:
Address:	

Beneficiaries	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Will instructions/special clauses:	

Digital assets

Computer, smartphone, tablet, camera and backup media (hard drive, USB flash drive, CD/DVD)			
Model/item description	Location (if applicable)	User name	Password

Software (tax preparation, bookkeeping, photo/video editing)			
Name	Location	User name	Password

Digital assets *continued*

Critical files on computer or cloud storage		
Service or computer name	User name (if applicable)	Password (if applicable)

Online personas (personal or business websites, blogs, domains, social media)		
URL	User name (if applicable)	Password (if applicable)

Notes

Resources

Government organizations

Social Security Administration
(800) 772-1213 | www.ssa.gov

FEMA
(Federal Emergency Management Agency)
(800) 621-FEMA (3362) | www.fema.gov

IRS (Internal Revenue Service)
(800) 829-1040 | www.irs.gov

Glossary

Beneficiary — a person (or organization or charity) who receives a benefit under a will or trust

Capital gain — profit realized on the sale of an asset or the profit deemed to be realized if the asset has been sold at the time of the owner's death

Codicil — a formal amendment that modifies the terms of a will

Estate — the total sum of a person's assets

Executor — the person or trust company appointed in a will to control and protect the estate's assets, pay off any debts and distribute property as directed by the will

Guardian — the person or person(s) appointed in a will or by the court to have custody of minor children or their assets

Inter vivos trust (living trust) — a trust created by a trust deed to take effect during the lifetime of the creator of the trust

Intestate — a person who dies without a will

Issue — descendants of a person, including not only children but grandchildren, great grandchildren and more remote descendants

Personal property — all property except for real estate and buildings; also known as "personality" (as opposed to "real property" or "realty")

Personal representative — the individual administering the estate, whether an executor or administrator

Probate — the official confirmation of a will by the courts, confirming the executor's legal right

Real property — land and buildings; also known as "real estate" or "realty"

Residuary Beneficiary — the beneficiary to whom the residue of the estate is left

Residue — that portion of an estate remaining after all debts, taxes and expenses have been paid and all specific bequests and specific devises have been made

Specific bequest — a gift under a will of a specific item of personal property or a specific amount of cash

Specific devise — a gift under a will of a specific parcel of real property

Testamentary trust — a trust created by a will

Testator or testatrix — the person who makes the will

Trustee — one who manages property or money for another

Will — the legal statement of a person's wishes concerning the disposal of his or her property after death

Wealth Management

Trust services are provided by third parties. RBC Wealth Management and/or your financial advisor may receive compensation in connection with offering or referring these services. Neither RBC Wealth Management nor its financial advisors are able to serve as trustee.

Neither RBC Wealth Management, a division of RBC Capital Markets, LLC ("RBC WM"), nor its affiliates or employees provide legal, accounting or tax advice. All legal, accounting or tax decisions regarding your accounts and any transactions or investments entered into in relation to such accounts, should be made in consultation with your independent advisors. No information, including but not limited to written materials, provided by RBC WM or its affiliates or employees should be construed as legal, accounting or tax advice.

© 2025 RBC Wealth Management, a division of RBC Capital Markets, LLC, registered investment adviser and Member NYSE/FINRA/SIPC.
All rights reserved.

25-68-3568950_68533 (09/26)