



ALTAIR

Your Asset and Financial Inventory



The Importance of Your Asset and Financial Inventory

Throughout the course of our lives, we all accumulate a growing list of accounts, liabilities, legal documents, professional contacts and digital assets. It is easy over time for our financial data to become spread out across different locations, with some parts known only by specific individuals or even a lot of details carried simply in our own heads.

We believe it is critical to have a central inventory of the information and data that make up your full financial picture.

There is no one-size-fits-all format for taking on this task. For those with more complicated wealth holdings and structures, this publication may only begin to touch the surface and your record keeping will require a far more extensive document. For others, this will be more than sufficient.

Regardless of where you fall on that spectrum, we hope this guide provides a helpful list of the key categories to consider in documenting all your personal financial information in a centralized place.

We consider this to be a “living” document that will continue to grow and change over time. The amount of information to gather can seem daunting, but not all information has to be entered in detail. We encourage clients to work with us and your other professional advisers to aid in the completion of this inventory.

For clients who have completed this exercise with us, we have found it brings great peace of mind. It not only gives you an ability to look across your holdings in a comprehensive manner but also enables your family to feel they are prepared should an unexpected event happen.

We hope you find this resource valuable and welcome your thoughts for changes and additions to this inventory.

I. Summary of Personal Information

	Client 1	Client 2
Full Legal Name:		
Legal Address:		
Date of Birth:		
Social Security Number:		
Mother's Maiden Name:		
Employer:		
Position:		
Address:		
Work Phone:		
Home Phone:		
Cell Phone:		
Personal Email:		

II. Critical Contacts – Personal

II. Critical Contacts – Professional



Adviser	Name	Company	Contact Information (Phone / Email) & Description of Services Used
Estate Attorney			
Accountant			
Insurance Agent			
Property & Casualty Agent			
Investment Adviser			
Personal Banker			

III. Summary of Estate Documents



Document		Location of Original Copies
Living Will	Wishes:	
Last Will & Testament		
Trusts		
Power of Attorney (Healthcare)	Primary Agent: Secondary:	
Power of Attorney (Property)	Primary Agent: Secondary:	
Other Documents (Describe)		

Trustees	Contact Information

IV. List of Assets & Liabilities



Liquid Assets			
Type	Accounts	Institution	FMV
Checking / Savings			
Brokerage / Taxable Accounts			
401k			
Retirement Accounts			
Roth IRAs			
Deferred Comp			
Annuities / Pension			
Private Equity			
DAF / Foundation / Charitable Accounts			
Other			

[illegible]

The diagram shows a square with its diagonals. The midpoints of the sides are connected to form an inner square. This configuration creates four congruent right-angled triangles at the corners of the outer square. The inner square is rotated 45 degrees relative to the outer square.



V. Insurance Policies

[illegible]

V. Insurance Policies



Disability Insurance					
Company	Type (Long/Short Term)	Owner	Monthly Benefit	Benefit Period	Elimination Period

Long Term Care Insurance						
Company	Owner	Beneficiary	Daily Amount	Benefit Period	Elimination Period	COLA

Property & Casualty Insurance (Homeowner's, Auto, Umbrella, etc).				
Company	Policy Type	Insured Asset	Insurance Amount	Deductible

V. Insurance Policies



Property & Casualty Insurance (Homeowners, Auto, Umbrella, etc).				
Company	Policy Type	Insured Asset	Insurance Amount	Deductible

VI. Location of Important Documents

Document	Location
Tax Returns	
Social Security & Medicare Records	
Veteran's Benefits	
Safe Deposit Box	
Safe (Location & Combination)	
Car Titles	
Birth Certificate	
Marriage / Divorce Certificate	
Driver's License	
Passport	

VI. Location of Important Documents



Document	Location
Bank Book / Check Book	
Business Agreements / Contracts	
Certificates of Deposit	
Credit Cards	
Household Financial Records	
Medical Records	
Military Service Records	
Social Security Card	
V.A. Claim Number	
Veteran's Discharge Certificate	
W-2 / Earnings Record	

VII. Inventory of Computers & Digital Assets



Description of Important Documents & Information:

List of Who Has Access to Each Computer:

List of Computers that Contain Family or Personal Photographs:

List of Computers that Contain Sensitive Information:

VII. Inventory of Computers & Digital Assets



Login Names & Passwords:

VIII. Other & Miscellaneous Notes





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