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MEMORANDUM
TO GUIDE MY ESTATE TRUSTEES AND
FAMILY IN THE EVENT OF MY DEATH

This memorandum is **ONLY** an advisory and is **NOT** to be given any legal effect. It is prepared **ONLY** for the purposes of providing information and to assist my appointed Executor(s) in collecting all necessary documentation required in the administration of my estate.

- **THIS MEMORANDUM WAS LAST COMPLETED OR UPDATED ON** _____
- **NAME OF PERSON COMPLETING THIS MEMORANDUM:** _____
- **NAME OF SPOUSE** (If Memorandum applies to the estate of a married couple): _____

1. **My Last Will and Testament is dated** the day of, 20.....
 The *original* of my Last Will and Testament is located
 at:.....

A *copy* of my Last Will and Testament is located at:.....

2. **The real estate which I may own is listed as follows:**

PROPERTY AND DESCRIPTION	DATE PURCHASED

3. **My life Insurance policies, their location, and the designated beneficiaries are as follows:**

POLICY NUMBER	INSURANCE COMPANY OR AGENT	POLICY LOCATED AT	BENEFICIARY

4. **My Stocks and/or Bonds as owned, and their location are as follows:**

DESCRIPTION AND TYPE	COMPANY OR BANK	LOCATED AT	AMOUNTS

5. **My bank accounts, savings certificates and cash (in amounts recorded on regular bank pass books and documentation) are as follows:**

BANK BRANCH	ACCOUNT NUMBER	LOCATION OF PASSBOOK

6. Any pension plans to which I may belong, or R.R.S.P.'s with Survivor benefits are as follows:

TYPE	NO. (if applicable)	PAYER	AMOUNT

Indicate here if Canada Pension Plan Benefits payable: yes no

If yes: Social Insurance Number:

7. At the date of preparing this Memorandum, certain important documents which may be of use in the administration of my estate are located as follows:

DOCUMENT	LOCATION
Birth Certificate	
Marriage Certificate	
Divorce or Separation Papers	
Previously filed Income Tax Returns or income documentation	
Tax bills, hydro bills, or other regularly paid household bills	
Documentation relating to the purchase of any real estate	
Ownership Papers for any vehicles or other assets	

8. The following debts may exist at the time of my death and should be investigated by my Administrators: (State mortgage details, if any)

CREDITOR	DETAILS OF DEBT	DATE INCURRED	MONTHLY PAYMENTS

9. The following people may owe me money on long term outstanding debts, mortgages, or promissory notes:

DEBTOR	DETAILS OF DEBT	DATE INCURRED	EVIDENCE

10. The following persons may be of assistance in providing certain information as to my estate:

POSITION	NAME	ADDRESS
Lawyer		
Accountant		
Stock Broker		
Personal Banker		
Other		
Other		

11. Safety Deposit Box Number: Located at

12. I own the following additional assets:

ASSET	LOCATION	EVIDENCE OF OWNERSHIP, etc.

13. The appointed Administrator of my Estate is:, and the alternate appointed Trustee, if any, is:

The following people listed as relatives and kin: (All spouses (including former, if divorced), parents, brothers, sisters, children (including those from a previous marriage) and grandchildren should be listed here.)

NAME	RELATIONSHIP TO ME	ADDRESS

NOTE TO CLIENT:

As stated, this Memorandum is prepared to assist the Estate Trustees of your Estate, and to be of any use to them or their solicitors, it must contain recent, and up to date information. We would suggest that you update the Memorandum on a yearly basis, indicating changes on the original copy or prepare new ones using this format. The Memorandum **MUST** be updated regularly to reflect all changes in your personal estate. You should store the Memorandum in a safe place, and the whereabouts of the Memorandum should be made known to your Trustees and other family members.