

ATTORNEY FOR PROPERTY DUTIES CHECKLIST

The following checklist summarizes the range of tasks that may be involved in assuming attorney* duties (under a Power of Attorney) for a loved one. The extent to which these duties should be performed by the attorney will depend on the circumstances of the donor, and as such, not all may be applicable. If the donor is capable, the attorney should follow the instructions of the donor as to which tasks should be completed on their behalf.

If you have questions about any of your duties or want more information about how you can get help from an Estate & Trust professional, please call 1-855-833-6511.

TASKS	COMPLETE
PRELIMINARY STEPS	
1. Obtain a copy of the Power of Attorney document(s)	<input type="checkbox"/>
2. Verify that the Power of Attorney document(s) is the most recent one signed by the donor	<input type="checkbox"/>
3. Ensure that any and all preconditions for acting as the attorney have been met	<input type="checkbox"/>
4. Confirm whether you are the only named attorney, or if others have been named to act as well and in what capacity	<input type="checkbox"/>
5. Confirm that the Power of Attorney in which you are appointed the attorney authorizes you to act in respect of all or only some of the donor's property/assets, and whether there are any other restrictions that apply (e.g. the Power of Attorney can only be used during a specified period of time)	<input type="checkbox"/>
6. Obtain copies of any management plans or court orders related to the Power of Attorney	<input type="checkbox"/>
7. Locate and review the donor's Will, and document any specific instructions concerning property and bequests	<input type="checkbox"/>
8. Discuss the Power of Attorney document, and your duties and authority as attorney, with the donor (if possible)	<input type="checkbox"/>
9. Review the donor's personal records and contacts, and establish a system for ensuring organization and protection of this information and your actions	<input type="checkbox"/>
10. Consult with the person acting as attorney for personal/health care regarding the health care, safety and shelter of the donor; obtain a written description of decisions made and make all necessary financial arrangements	<input type="checkbox"/>
11. If there is no named attorney for personal/health care, obtain legal advice regarding the donor's current circumstances	<input type="checkbox"/>
12. Notify personal attendants, housekeepers, gardeners and other staff of your role as attorney, and advise as required	<input type="checkbox"/>
13. Establish relationships with the close family, friends and other key caregivers of the donor	<input type="checkbox"/>
INITIAL TASKS	
14. Create a complete list of the donor's assets and liabilities/debts as of the date of your first action	<input type="checkbox"/>
15. Locate all original investment certificates, stocks, bonds, property deeds, etc., and document them	<input type="checkbox"/>
16. Identify and document all other personal assets, and arrange for a market valuation	<input type="checkbox"/>
17. Check the Bank of Canada website for unclaimed balances in the donor's name	<input type="checkbox"/>
SAFEGUARD ASSETS	
18. Notify all banks, brokers and financial institutions the donor has business with that you are acting as the donor's attorney; confirm whether the donor created any other Power of Attorney documents with them, and redirect statements if necessary	<input type="checkbox"/>
19. Review the suitability of the donor's investment portfolio and any surplus cash, making any necessary and allowable adjustments to meet the donor's current and future needs; monitor the investment portfolio on a regular basis	<input type="checkbox"/>
20. Notify appropriate institutions and redirect annuities, pensions and registered funds	<input type="checkbox"/>
21. Notify the appropriate authorities and redirect all sources of income including CPP/QPP, OAS, Veteran's Pension Payments and GST/HST credits	<input type="checkbox"/>
22. Apply for any pensions or other payments to which the donor may be entitled	<input type="checkbox"/>
23. Notify insurance companies or other institutions regarding auto, home, disability or life insurance that you are acting as the donor's attorney, and redirect statements if necessary	<input type="checkbox"/>



RBC Wealth Management

SAFEGUARD ASSETS (Continued)	
24. Ensure adequate insurance for the assets and upkeep of the property	<input type="checkbox"/>
25. Cancel auto registration and insurance, if applicable, and collect any refunds	<input type="checkbox"/>
26. Set up disability insurance payments if required	<input type="checkbox"/>
27. Cancel the donor's debit and credit card(s)	<input type="checkbox"/>
28. Arrange for the sale of assets (including real property) if required (subject to the terms of the Will)	<input type="checkbox"/>
29. Arrange for the sale of household goods and personal effects to the named beneficiaries if required (subject to the terms of the Will)	<input type="checkbox"/>
30. Cancel memberships and other subscriptions if required	<input type="checkbox"/>
PRIORITIZE EXPENDITURES	
31. Create a monthly budget consisting of all income expected and payments required to ensure the donor's immediate and ongoing financial needs can be met	<input type="checkbox"/>
32. Pay all expenses as required	<input type="checkbox"/>
33. Arrange for the payment of debts with any surplus cash (pay by cheque and have cheques returned)	<input type="checkbox"/>
TAXES	
34. Notify Canada Revenue Agency, provide them with a copy of the Power of Attorney document and request a statement of account showing all outstanding taxes, refunds and instalments paid to the current date	<input type="checkbox"/>
35. File any outstanding and ongoing tax returns and pay all income taxes owing	<input type="checkbox"/>
36. Collect tax slips, medical and donation receipts as required	<input type="checkbox"/>
37. Determine whether the donor is subject to any foreign tax jurisdictions (e.g. if the donor is a U.S. citizen) and determine how to address the situation (seek tax and legal advice as necessary)	<input type="checkbox"/>
KEEP METICULOUS RECORDS	
38. Establish an ongoing list of acquisitions and dispositions made on the donor's behalf (e.g. money received, investments made, liabilities incurred or discharged), obtaining and retaining receipts for all transactions	<input type="checkbox"/>
39. Investigate and record all debts owed by the donor	<input type="checkbox"/>
40. Document any compensation (including assets used in calculation) taken for your attorney duties (after confirming that compensation can be taken and at what applicable rate)	<input type="checkbox"/>

* In most jurisdictions across Canada, the person who sets up the Power of Attorney is known as the "donor" and the individual chosen to act on the donor's behalf is called the "attorney."

We have used the terms "Power of Attorney for property" and "Power of Attorney for personal/health care." Depending on the province/territory, the term used to describe a Power of Attorney document for property that can be used during the donor's incapacity may vary. Some provinces/territories may refer to it as a "continuing" or "enduring" Power of Attorney. In Quebec, it is referred to as a "Mandate in case of incapacity." Please check with your jurisdiction's legislation for the appropriate term.

For information or questions related to Power of Attorneys for personal/health care, please contact your legal counsel.

RBC Estate & Trust Services refers to Royal Trust Corporation of Canada and The Royal Trust Company. This document has been prepared for use by Royal Bank of Canada, Royal Mutual Funds Inc., RBC Phillips, Hager & North Investment Counsel Inc., RBC Global Asset Management Inc., RBC Dominion Securities Inc.*, Royal Trust Corporation of Canada and The Royal Trust Company. Royal Mutual Funds Inc., RBC Phillips, Hager & North Investment Counsel Inc., RBC Global Asset Management Inc., RBC Dominion Securities Inc., Royal Trust Corporation of Canada, The Royal Trust Company and Royal Bank of Canada are separate corporate entities that are affiliated. RBC Phillips, Hager & North Investment Counsel Inc., RBC Global Asset Management Inc., RBC Dominion Securities Inc., Royal Trust Corporation of Canada and The Royal Trust Company are member companies of RBC Wealth Management, a business segment of Royal Bank of Canada. * Member-Canadian Investor Protection Fund.

The strategies, advice and technical content in this publication are provided for the general information only and benefit of our clients. This publication is not intended to provide specific financial, investment, tax, legal, accounting or other advice for you, and should not be relied upon in that regard. Readers should consult their own professional advisor when planning to implement a strategy to ensure that individual circumstances have been considered properly and it is based on the latest available information.