



The Family Inventory



Wealth
Management

Table of contents

Introduction	1
Personal information	2
Professional advisors	3
Banking information	4
Credit information	5
Investment information	7
Personal assets	9
Real estate and pension plans	11
Business investments	12
Debts owed to me	13
Life insurance	14
Other coverage	15
Location of other important documents	18
Your funeral and Will	19
Your spouse's or partner's funeral and Will	20
Power of Attorney	21
Notes	22



If you have any questions while using this document, please contact your RBC advisor.

Introduction

The Family Inventory guidebook has been designed to help you gather a comprehensive list of all information pertaining to your family's current financial status including:

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

You will find this inventory a useful reference when creating or updating your financial plan. It will help you step back and look at your overall financial situation and ensure you have considered all aspects of your financial affairs.

Completing this inventory is also a first step in developing your estate plan. It will help you ensure that all assets are accounted for and considered, and that beneficiaries are taken care of. An up-to-date inventory will prove invaluable to your surviving heirs, executors, trustees and advisors as your estate is settled.

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 safe and secure by, for example, adding password protection to your electronic copy and storing any printed copies in your safety deposit box.

2 > PERSONAL INFORMATION

Date prepared:	Date of most recent update:
Your name:	Date of birth:
S.I.N.:	Place of birth:
Address:	Phone:
Spouse's or partner's name:	Date of birth:
S.I.N.:	Place of birth:
Address:	Phone:
Dependants	
Name:	Date of birth:
Relation*:	Place of birth:
S.I.N.:	Phone:
Address:	
Name:	Date of birth:
Relation*:	Place of birth:
S.I.N.:	Phone:
Address:	
Name:	Date of birth:
Relation*:	Place of birth:
S.I.N.:	Phone:
Address:	
Name:	Date of birth:
Relation*:	Place of birth:
S.I.N.:	Phone:
Address:	

*e.g. son, daughter, grandchild, niece, nephew.

3 > PROFESSIONAL ADVISORS

Accountant		
Name:		Firm:
Address:		
Phone:	Fax:	Email:

Lawyer		
Name:		Firm:
Address:		
Phone:	Fax:	Email:

Investment professional		
Name:		Firm:
Address:		
Phone:	Fax:	Email:

Banker		
Name:		Firm:
Address:		
Phone:	Fax:	Email:

Trust company		
Name:		Firm:
Address:		
Phone:	Fax:	Email:

Other		
Name:		Firm:
Address:		
Phone:	Fax:	Email:

4 > BANKING INFORMATION

Accounts	
1. Name of financial institution:	Name of contact:
Address:	
Phone:	Balance: \$
Account number:	Account type*:
2. Name of financial institution:	Name of contact:
Address:	
Phone:	Balance: \$
Account number:	Account type*:
3. Name of financial institution:	Name of contact:
Address:	
Phone:	Balance: \$
Account number:	Account type*:
4. Name of financial institution:	Name of contact:
Address:	
Phone:	Balance: \$
Account number:	Account type*:
Bank machine cards	
1. Issuer:	Card number:
2. Issuer:	Card number:
3. Issuer:	Card number:

*Include all banking accounts — e.g. chequing, savings.

5 › CREDIT INFORMATION

Loan accounts	
1. Name of financial institution:	Name of contact:
Address:	
Phone:	Balance: \$
Account number and loan type*:	Loan amount: \$
2. Name of financial institution:	Name of contact:
Address:	
Phone:	Balance: \$
Account number and loan type*:	Loan amount: \$
3. Name of financial institution:	Name of contact:
Address:	
Phone:	Balance: \$
Account number and loan type*:	Loan amount: \$
4. Name of financial institution:	Name of contact:
Address:	
Phone:	Balance: \$
Account number and loan type*:	Loan amount: \$
5. Name of financial institution:	Name of contact:
Address:	
Phone:	Balance: \$
Account number and loan type*:	Loan amount: \$

*Include all banking liabilities — e.g. mortgage, credit line, demand loans.

CREDIT INFORMATION *continued*

Credit and other cards**	
1. Issuer:	Card number:
Expiry date:	Credit limit: \$
2. Issuer:	Card number:
Expiry date:	Credit limit: \$
3. Issuer:	Card number:
Expiry date:	Credit limit: \$
4. Issuer:	Card number:
Expiry date:	Credit limit: \$
5. Issuer:	Card number:
Expiry date:	Credit limit: \$
6. Issuer:	Card number:
Expiry date:	Credit limit: \$
7. Issuer:	Card number:
Expiry date:	Credit limit: \$
8. Issuer:	Card number:
Expiry date:	Credit limit: \$
9. Issuer:	Card number:
Expiry date:	Credit limit: \$
10. Issuer:	Card number:
Expiry date:	Credit limit: \$

** e.g. include gas cards, department store cards and point cards

6 › INVESTMENT INFORMATION

1. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
2. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
3. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
4. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
5. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
6. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
7. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$

*Include cash accounts, margin accounts, TFSAs, RRSPs, RRIAs, LIRAs, Locked-in RRSPs, LIFs, LRIFs, Prescribed RRIAs, RESPs, RDSPs, annuities, etc.

**If a cash or margin account, indicate whether held in single name, joint tenancy with right of survivorship or tenancy in common.

INVESTMENT INFORMATION *continued*

8. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
9. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
10. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
11. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
12. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
13. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$
14. Firm:	
Account type*:	Account number:
Ownership type**:	Value: \$

*Include cash accounts, margin accounts, TFSAs, RRSPs, RRIFs, LIRAs, Locked-in RRSPs, LIFs, LRIFs, Prescribed RRIFs, RESPs, RDSPs, annuities, etc.

**If a cash or margin account, indicate whether held in single name, joint tenancy with right of survivorship or tenancy in common.

7 > PERSONAL ASSETS

Assets (e.g. cars, jewellery, art, etc.)		
Item description	Location	Value
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$
13.		\$
14.		\$
15.		\$
16.		\$
17.		\$
18.		\$
19.		\$
20.		\$
21.		\$
22.		\$

PERSONAL ASSETS *continued*

Assets (e.g. cars, jewellery, art, etc.)		
Item description	Location	Value
23.		\$
24.		\$
25.		\$
26.		\$
27.		\$
28.		\$
29.		\$
30.		\$
31.		\$
32.		\$
33.		\$
34.		\$
35.		\$
36.		\$
37.		\$
38.		\$
39.		\$
40.		\$
41.		\$
42.		\$
43.		\$
44.		\$

8 > REAL ESTATE AND PENSION PLANS

Real estate	
Principal residence address:	
Title held by:	Mortgage held by:
Date of purchase:	Deed location:
Purchase price: \$	Current market value: \$

1. Other property address:	
Title held by:	Mortgage held by:
Date of purchase:	Deed location:
Purchase price: \$	Current market value: \$

2. Other property address:	
Title held by:	Mortgage held by:
Date of purchase:	Deed location:
Purchase price: \$	Current market value: \$

Pension plans	
1. Company name:	Company contact:
Phone:	Plan type* and value:
Location of documents:	
2. Company name:	Company contact:
Phone:	Plan type* and value:
Location of documents:	

*Defined Benefit, Money Purchase or Defined Contribution; DPSP; or group RRSP.

9 › BUSINESS INVESTMENTS

Business	
1. Business name:	
Type*:	Percentage of interest held:
Location of documents:	
Legal counsel:	Accountant:
2. Business name:	
Type*:	Percentage of interest held:
Location of documents:	
Legal counsel:	Accountant:
3. Business name:	
Type*:	Percentage of interest held:
Location of documents:	
Legal counsel:	Accountant:
4. Business name:	
Type*:	Percentage of interest held:
Location of documents:	
Legal counsel:	Accountant:

*Sole proprietorship, partnership, corporation, etc.

10 > DEBTS OWED TO ME

1. Name:	Phone:
Address:	
Amount owed: \$	Location of loan document:
2. Name:	Phone:
Address:	
Amount owed: \$	Location of loan document:
3. Name:	Phone:
Address:	
Amount owed: \$	Location of loan document:
4. Name:	Phone:
Address:	
Amount owed: \$	Location of loan document:
5. Name:	Phone:
Address:	
Amount owed: \$	Location of loan document:
6. Name:	Phone:
Address:	
Amount owed: \$	Location of loan document:
7. Name:	Phone:
Address:	
Amount owed: \$	Location of loan document:

Note: Include prescribed rate loans to your spouse and/or family trust, loans to your corporation or other personal loans.

11 > LIFE INSURANCE

Individual coverage		
1. Issuer:		Insured:
Agent's name:		Phone:
Insurance type*:		Policy number:
Face value: \$	Cash surrender value: \$	Death benefit:
Contract location:		
2. Issuer:		Insured:
Agent's name:		Phone:
Insurance type*:		Policy number:
Face value: \$	Cash surrender value: \$	Death benefit:
Contract location:		
Group coverage		
1. Issuer:		Insured:
Agent's name:		Phone:
Insurance type*:		Policy number:
Face value: \$	Cash surrender value: \$	Death benefit:
Contract location:		
2. Issuer:		Insured:
Agent's name:		Phone:
Insurance type*:		Policy number:
Face value: \$	Cash surrender value: \$	Death benefit:
Contract location:		

*Indicate if Term or Permanent coverage.

12 > OTHER COVERAGE

Health card number:	Location of card:
---------------------	-------------------

Other life coverage (e.g. travel insurance, credit cards, etc.)

1. Issuer:	Insured:
-------------------	-----------------

Insurance type:	Policy number:
-----------------	----------------

Death benefit:	Contract location:
----------------	--------------------

2. Issuer:	Insured:
-------------------	-----------------

Insurance type:	Policy number:
-----------------	----------------

Death benefit:	Contract location:
----------------	--------------------

Group health insurance

1. Insurance company:	
------------------------------	--

Contact name:	Phone:
---------------	--------

Group:	Coverage for:
--------	---------------

2. Insurance company:	
------------------------------	--

Contact name:	Phone:
---------------	--------

Group:	Coverage for:
--------	---------------

OTHER COVERAGE *continued*

Private disability insurance		
1. Insurance company:		
Contact name:		Phone:
Coverage type/person insured:		Policy number:
Coverage: \$	Annual premium: \$	Benefit period:
2. Insurance company:		
Contact name:		Phone:
Coverage type/person insured:		Policy number:
Coverage: \$	Annual premium: \$	Benefit period:
Critical illness/disability insurance		
1. Insurance company:		
Contact name:		Phone:
Coverage type/person insured:		Certificate/policy number:
Coverage: \$	Annual premium: \$	Benefit period:
Property insurance (home/auto/other)		
1. Property description:		
Insurance company:		
Contact name:		Phone:
Policy number:		Contract location:
2. Property description:		
Insurance company:		
Contact name:		Phone:
Policy number:		Contract location:

OTHER COVERAGE *continued*

3. Property description:	
Insurance company:	
Contact name:	Phone:
Policy number:	Contract location:

Other coverage (e.g. mortgage, credit cards, etc.)

1. Insurance company:

Coverage for:	Policy number:
Coverage: \$	Contract location:

2. Insurance company:

Coverage for:	Policy number:
Coverage: \$	Contract location:

3. Insurance company:

Coverage for:	Policy number:
Coverage: \$	Contract location:

4. Insurance company:

Coverage for:	Policy number:
Coverage: \$	Contract location:

5. Insurance company:

Coverage for:	Policy number:
Coverage: \$	Contract location:

6. Insurance company:

Coverage for:	Policy number:
Coverage: \$	Contract location:

13 > LOCATION OF OTHER IMPORTANT DOCUMENTS

Your birth certificate:	
Your social insurance (S.I.N.) card:	
Spouse's or partner's birth certificate:	
Your spouse/partner's social insurance (S.I.N.) card:	
Children's birth certificates:	
Marriage licence:	
Medical records:	
Physician's name:	Phone:
Physician's name:	Phone:
Citizenship and passport papers:	
Income tax returns:	
Custody/adoption papers:	
Pre-nuptial/cohabitation papers:	
Separation/divorce papers:	
Driver's license:	
Bank machine cards:	
Pension plan documents:	
Credit and other cards:	
Stock certificates:	
Utilities:	
Other:	

14 › YOUR FUNERAL AND WILL

Pre-planned funeral

Funeral home:

Contact name: Phone:

Details:

Cemetery plot:

Plot location: Deed location:

Your Will

Date of last Will/Codicil: Will location:

Lawyer: Phone:

Address:

Executor(s)/trustee(s): Phone:

Address:

Emergency contacts

Name: Phone:

Address:

Name: Phone:

Address:

Name: Phone:

Address:

Name: Phone:

Address:

Notes:

15 > YOUR SPOUSE'S OR PARTNER'S FUNERAL AND WILL

Your spouse's or partner's pre-planned funeral	
Funeral home:	
Contact name:	Phone:
Details:	
Cemetery plot:	
Plot location:	Deed location:

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

Emergency contacts	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Notes:	

16 > POWER OF ATTORNEY

Power of Attorney	
Location:	Type:
Powers given to:	Phone:
Address:	
Lawyer:	Phone:
Address:	

Your spouse's or partner's Power of Attorney	
Location:	Type:
Powers given to:	Phone:
Address:	
Lawyer:	Phone:
Address:	

17 > NOTES

Notes

Please indicate any other pertinent information such as important user IDs and passwords (e.g. Facebook, LinkedIn, etc.), child support, any other outstanding debts, trusts, etc.

Notes

Please indicate any other pertinent information such as important user IDs and passwords (e.g. Facebook, LinkedIn, etc.), child support, any other outstanding debts, trusts, etc.

RBC Wealth Management

RBC Wealth Management® provides comprehensive services designed to address your multifaceted financial concerns, simplify your life, give you the freedom to pursue your other priorities and provide you with the confidence that your goals will be achieved.

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

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

- Accumulating wealth and growing your assets
- Protecting your wealth by managing risk

- Managing the affairs for a loved one
- Converting your wealth to an income stream
- Transferring wealth to your heirs
- Creating an enduring legacy

RBC Wealth Management publications

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

If you have any questions while using this document, please contact your RBC advisor.

For more information on your wealth management needs:

- Speak with an RBC advisor
- Visit our website: www.rbcwealthmanagement.com



**Wealth
Management**

This document has been prepared for use by the RBC Wealth Management member companies, RBC Dominion Securities Inc. (RBC DS)*, RBC Phillips, Hager & North Investment Counsel Inc. (RBC PH&N IC), RBC Global Asset Management Inc. (RBC GAM), Royal Trust Corporation of Canada and The Royal Trust Company (collectively, the "Companies") and their affiliates, RBC Direct Investing Inc. (RBC DI) *, RBC Wealth Management Financial Services Inc. (RBC WM FS) and Royal Mutual Funds Inc. (RMFI). Each of the Companies, their affiliates and the Royal Bank of Canada are separate corporate entities which are affiliated. *Members-Canadian Investor Protection Fund.

"RBC advisor" refers to Private Bankers who are employees of Royal Bank of Canada and mutual fund representatives of RMFI, Investment Counsellors who are employees of RBC PH&N IC, Senior Trust Advisors and Trust Officers who are employees of The Royal Trust Company or Royal Trust Corporation of Canada, or Investment Advisors who are employees of RBC DS.

In Quebec, financial planning services are provided by RMFI or RBC WM FS and each is licensed as a financial services firm in that province. In the rest of Canada, financial planning services are available through RMFI, Royal Trust Corporation of Canada, The Royal Trust Company, or RBC DS.

Estate & Trust Services are provided by Royal Trust Corporation of Canada and The Royal Trust Company. If specific products or services are not offered by one of the Companies or RMFI, clients may request a referral to another RBC partner.

Insurance products are offered through RBC Wealth Management Financial Services Inc., a subsidiary of RBC Dominion Securities Inc. When providing life insurance products in all provinces except Quebec, Investment Advisors are acting as Insurance Representatives of RBC Wealth Management Financial Services Inc. In Quebec, Investment Advisors are acting as Financial Security Advisors of RBC Wealth Management Financial Services Inc. RBC Wealth Management Financial Services Inc. is licensed as a financial services firm in the province of Quebec.

The strategies, advice and technical content in this publication are provided for the general guidance and benefit of our clients, based on information believed to be accurate and complete, but we cannot guarantee its accuracy or completeness. This publication is not intended as nor does it constitute tax or legal advice. Readers should consult a qualified legal, tax or other professional advisor when planning to implement a strategy. This will ensure that their individual circumstances have been considered properly and that action is taken on the latest available information. Interest rates, market conditions, tax rules, and other investment factors are subject to change.

This information is not investment advice and should only be used in conjunction with a discussion with your RBC advisor. None of the Companies, RMFI, RBC WM FS, RBC DI, Royal Bank of Canada or any of its affiliates or any other person accepts any liability whatsoever for any direct or consequential loss arising from any use of this report or the information contained herein. © Registered trademarks of Royal Bank of Canada. Used under license. © 2017 Royal Bank of Canada. All rights reserved. 17_90931_401 (04/2017)