

Life Estate Organizer

Why should you use this organizer?

There are many pitfalls that can stop you from successfully organizing your life or planning your estate which consists of everything you own, including real estate and all personal property no matter how small. This organizer will help you to avoid as many of those as possible. Some of the most common pitfalls are:

- **Procrastination** – A Will is the single most important document needed in the event of your death. Without a Will your assets will be handed out by a court appointed officer based on the laws of the State you live in. It is estimated that up to 70% of Americans do not even have a Will. The main reason is because none of us plan to die. The few that have a Will usually fail to keep it up to date or, in some cases, have a Will not prepared properly.
- **Disorganization** – Many documents such as a Will, insurance policies, trusts, retirement/savings accounts and investments need to be kept updated as to the current residence, contact information and beneficiaries. The harder it is to find and update these various documents, the less likely it is that you will do so with any frequency. This organizer will help.
- **Incapacity** – It is a horrible thing to consider but it could happen to any of us. If you were suddenly rendered unable to communicate your wishes, how would your spouse and children know what to do? Without a clear plan of action, an emergency situation could be mishandled with disastrous results. Many advanced health care directives and Power of Attorney need to be in place *before* the need for them arises.
- **Taxes** – We all know how frequently the tax environment changes, sometimes it seems like it happens every other day. State and Federal guidelines can have a huge impact on your estate. With this organizer you will be able to make periodic checks with your tax consultant to ensure that you are doing all that you can to safeguard your financial legacy.

Being organized allows you to feel that your family will be taken care of properly if something were to happen to you. But, more than that, you can feel the clutter taken out of your life by getting all of your life's hard work and assets organized at your fingertips.

How to use the Life Estate Organizer

First, let me say this organizer works in concert with your Will. Your "Last Will and Testament" determines your property disposition in the event of your death. If you do not have a Will, please contact an attorney to have one prepared. This organizer will be a valuable tool for your family and executor.

The organizer contains worksheets based on our own experiences as we went through gathering and documenting our affairs. The worksheets cover family history, assets, liabilities, insurance, real estate, medical history and much more. We also have included a document organizer, a filing system designed to keep all of your important documents together and easily accessible. Included are pre-printed tabs to label sections to file vital documents. You can customize the filing system to suit your needs.

Begin by working through each sheet that is pertinent to you and keep the others for later entries. Some information that you enter into this organizer will change as your life circumstances change, therefore you may want to use a pencil for some of the entries. We provided the worksheets; you provide the content. Fill in the blanks; get all of your important documents together; file everything in the files provided; you're done! You now have a record of documentation at your fingertips.

We strongly suggest you invest in a fireproof safe to store the Organizer due to all the sensitive material and documents it will contain. Also, your family and the executor of your will should know that this organizer exists and where it's located.

Solving the puzzle one piece at a time

Get It Together!

**Note: This organizer is designed to assist with the life planning, estate, and probate process. It should not be construed as encompassing all of the legal or financial decisions involved with estate planning and administration. You should always consult with an attorney and/or tax advisor regarding the legal and financial decisions involved in the estate planning and administration of an estate.*