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CLIENT INFORMATION WORKSHEET

PART I - PERSONAL DATA

NAME of PERSONAL REPRESENTATIVE: _____

Street Address:
City:
State:
Zip Code: Home #:
Home #:
Cell #:
Work #:
Fax #:
E-mail:
Pgr #:
Pgr #: Relationship to Decedent:

NAME of ALTERNATE REPRESENTATIVE: _____

treet Address:
lity:
ip Code:
lome #:
Vork #:
ax #:
-mail:
gr #:
gr #:

PART II - BENEFICIARIES or HEIRS AT LAW

NAME of SPOUSE/DOMESTIC PARTNER:
Street Address:
City:
State:
Zip Code:
Home #:
Cell #:
Fax #:
E-mail:
Pgr #:
Relationship to Decedent:
Date of Birth:
Social Security Number:
Date and place of marriage/domestic partnership:
Status of Ŝpouse: Living Deceased Under Conservatorship

CHILDREN'S INFORMATION:

Living	Age	Birthdate	Married	Address
Yes/No	U		Yes/No	
Yes/No			Yes/No	
	Yes/No Yes/No Yes/No Yes/No Yes/No	Yes/No Yes/No Yes/No Yes/No Yes/No	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	Yes/NoYes/NoYes/NoYes/NoYes/NoYes/NoYes/NoYes/NoYes/NoYes/NoYes/NoYes/No

For each child, state the name of the child's other parent, if not decedent's surviving spouse/partner.

OTHER DEPENDENTS, IF ANY:

Name:	Age:	Residence:		
Name:	Age:	Residence:		
Name:	Age:	Residence:		
GRANDCHILDREN'S I	NFORMATION			
Name:	Age:	Birthdate:	Names of parents:	

Please list the names of decedent's parents, brothers, and sisters, and state whether they are living, and if so, list their city and state of residence.

Name:	Relationship:	Living	Residence:
		Yes/No	

List, as well, the same information for the surviving spouse's/partner's parents and siblings.

Name:	Relationship:	Living	Residence:
	-	Yes/No	

Please provide the following information regarding decedent's former marriages, if any:

Name of former spouse:	
Living: YES NO	
Name of former spouse:	
Living: YES NO	
Name of former spouse:	
Living: YES NO	

PART III - DECEDENT'S DESIGNEES

TRUSTEE (i.e., the person who will be responsible for the long-term management of property for the surviving spouse, children or other beneficiaries)

Name of Trustee:	
Address:	
Hm Phone No.:	
Wk Phone No.:	
1st Alternate Trustee:	
2nd Alternate Trustee:	
3rd Alternate Trustee:	

GUARDIAN OF MINOR CHILDREN (i.e. the person who will take physical care of any minor children should both parents die)

Name of Guardian:	
Address:	
Hm Phone No.:	
Wk Phone No.:	
1st Alternate Guardian:	
2nd Alternate Guardian:	
3rd Alternate Guardian:	

PART IV - ASSETS

Describe decedent's property. If known, indicate whether the property is separate property, the surviving spouse's/partner's separate property, or community property. If not, state the name(s) which appear on the title, if known, and state whether the property is held with right of survivorship, if known.

CASH & ACCOUNTS WITH FINANCIAL INSTITUTIONS: (include cash, traveler's checks, money orders, and accounts with commercial banks, savings banks, credit unions, etc.)

CASH

Cash on hand:	
Traveler's checks:	
Money orders:	
ACCOUNTS	
Name of financial institution:	
Account title:	
A against numbar	
Type of account: (checking/savings/money market/CD/Other)
Current account balance (as of): \$	
Name of financial institution:	
Account title:	
Account number:	
Type of account: (checking/savings/money market/CD/Other)
Current account balance (as of): \$	
Name of financial institution:	
Account title:	
Account number:	
Type of account: (checking/savings/money market/CD/Other)
Current account balance (as of): \$,
Name of financial institution:	
Account title:	
Account number:	
Type of account: (checking/savings/money market/CD/Other)
Current account balance (as of): \$,
Name of financial institution:	
Account title:	
Account number:	
Type of account: (checking/savings/money market/CD/Other)
Current account balance (as of): \$	/

NOTE: YOU MAY USE ADDITIONAL SHEETS OF PAPER OR THE BACK OF THIS SHEET FOR OTHER ACCOUNTS.

REAL ESTATE: (include any real property on which decedent and/or decedent's surviving spouse/partner are an owner, joint owner or have an interest in any manner, including property purchased in recreational developments and time-shares.)

Street address:
State/County of location:
Legal description (if necessary, attach a copy to this worksheet):
Current fair market value (as of): \$
Name of mortgage company and account number, if any:
Current balance of mortgage (as of): \$
Other liens against property:
Current not agriter in much outruf
Current net equity in property:\$
Street address:
State/County of location:
Legal description (if necessary, attach a copy to this worksheet):
Current fair market value (as of): \$
Name of mortgage company and account number, if any:
Current balance of mortgage (as of): \$
Other liens against property:
Current net equity in property:\$
Street address:
State/County of location:
Legal description (if necessary, attach a copy to this worksheet):
S. T. (IIII 2)
Current fair market value (as of): \$
Name of mortgage company and account number, if any:
Current balance of mortgage (as of); §
Current balance of mortgage (as of): \$
Other hens against property:
Current net equity in property:\$

MINERAL INTERESTS: (include any property in which the parties own the mineral estate, separate and apart from the surface estate, such as oil and gas leases; also include royalty interests, working interests, and producing and non-producing oil and gas wells)

Name of mineral interest/lease/well:
Type of interest:
Type of interest:
Legal description (if necessary, attach a copy to this worksheet):
Name of producer/operator:
Name of producer/operator: Current value (as of): \$
Name of mineral interest/lease/well:
Type of interest:
State/County of location: Legal description (if necessary, attach a copy to this worksheet):
Legal description (if necessary, attach a copy to this worksheet):
Name of producer/operatory
Name of producer/operator:
Name of mineral interest/lease/well:
Type of interest:
State/County of location:
Type of interest:
Nome of much suctors
Name of producer/operator:
Current value (as of): \$

BROKERAGE / MUTUAL FUND ACCOUNTS:

Name of brokerage	firm/mutual fund:
Name of account (a	nd subaccounts if any):
Account Title:	
Account number (a	nd numbers of subaccounts if any):
Value (as of)\$)
NT 61 1	
Name of brokerage	firm/mutual fund:
Name of account (a	nd subaccounts if any):
Account Title:	
Account number (a	nd numbers of subaccounts if any):
Value (as of)\$
Name of brokerage	firm/mutual fund:
Name of account (a	nd subaccounts if any):
A	
Account Title:	
Account number (a	nd numbers of subaccounts if any):
Value (ag of)\$
value (as of)5
Name of brokerage	firm/mutual fund:
Name of account (a	firm/mutual fund:
Name of account (a	nu subaccounts n'any):
Account Title:	
Account number (a	nd numbers of subaccounts if any):
Account number (a	nu numbers of subaccounts if any).
Value (as of)\$
)%
Name of brokerage	firm/mutual fund:
	firm/mutual fund:nd subaccounts if any):
inalle of account (a	na subaccounts n'any).
Account Title:	
	nd numbers of subaccounts if any):
	na namber 5 01 Subaccounts 11 any)
Value (as of)\$
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STOCKS, BONDS & OTHER SECURITIES: (include securities not in a brokerage account, mutual fund, or retirement fund)

Name of security:	
Number of shares:	
Type: (common stock/preferred stock/bond/other)
Certificate numbers:	
Name of exchange on which listed:	
In possession of:	
Name of security:	
Number of shares: Type: (common stock/preferred stock/bond/other)
Certificate numbers:	
In possession of:	
Name of exchange on which listed:	
In possession of:	
Name of security:	
Number of shares: Type: (common stock/preferred stock/bond/other)
Certificate numbers:	
In nossossion of	
Name of exchange on which listed:	
Name of exchange on which listed: Current market value (as of): \$	
Name of security:	
Type: (common stock/preferred stock/bond/other)
Certificate numbers:	,
In possession of:	
Name of exchange on which listed:	
Name of exchange on which listed: Current market value (as of): \$	
Name of security:	
Nh	
Type: (common stock/preferred stock/bond/other)
Certificate numbers:)
In possession of:	
Name of exchange on which listed:	
Current market value (as of): \$	

CLOSELY HELD BUSINESS INTERESTS: (include sole proprietorships, professional practices, corporations, partnerships, limited liability companies and partnerships, joint ventures, and other nonpublicly traded business entities)

Name of business:		
Address:		
Type of business or	ganization:	
Percentage of owne	rship:	
Number of shares o	wned (if applicable):	
Value (as of): \$	
Name of business:		
Address:		
Type of business or	ganization:	
Percentage of owne	rship:	
Number of shares o	rship: wned (if applicable):	
Value (as of): \$	
Name of husiness:		
Address:		
Type of husiness or	ganization:	
Percentage of owne	gamzation	
Number of charge of	I Sillp.	
Number of shares o	wned (if applicable):	
value (as of): \$	

BUSINESS PERSONAL PROPERTY (i.e., patents, copyrights, trademarks, and royalties, etc.)

Item Identification	Location	Value

RETIREMENT BENEFITS: (including Defined Contribution Plans, Defined Benefit Plans, IRA's, SEP's, KEOGH's, Nonqualified Plans and Government Benefits such as civil service, teacher, railroad, state and local, etc.)

Name of plan:
Name and address of plan administrator:
Type: (IRA/SEP/KEOGH/DEFINED CONTRIBUTION PLAN/DEFINED BENEFIT
PLAN/GOVERNMENT BENEFIT, OTHER
Employee:
Employer:
Account Title:
Account number:
Account number: Payee of survivor benefits:
Designated beneficiary:
Designated beneficiary:
Name of plan:
Name of plan:
Type: (IRA/SEP/KEOGH/DEFINED CONTRIBUTION PLAN/DEFINED BENEFIT
PLAN/GOVERNMENT BENEFIT, OTHER)
Employee:
l'mnlovar•
Starting date of creditable service: Percent vested:
Account Title:
Account number:
Account number: Payee of survivor benefits:
Designated beneficiary:
Designated beneficiary:
Name of plan:
Name of plan:
Type: (IRA/SEP/KEOGH/DEFINED CONTRIBUTION PLAN/DEFINED BENEFIT
PLAN/GOVERNMENT BENEFIT, OTHER
Employee:
Employer:
Account Title:
Account number:
Payee of survivor benefits:
Designated beneficiary:
Current account balance (as of): \$

LIFE INSURANCE:

Name of insurance company:
Policy number:
Name of owner:
Name of insured:
Designated beneficiary:
Date of issue: Type of insurance: [term/whole/universal] Face amount: \$
Amount of premiums [monthly/quarterly/semiannually]:
Cash surrender value: \$
Name of insurance company:
Policy number:
Name of owner:
Name of insured:
Name of insured: Designated beneficiary:
Date of issue:
Type of insurance: [term/whole/universal] Face amount: \$
Amount of premiums [monthly/quarterly/semiannually]: \$
Cash surrender value: \$
Name of insurance company:
Name of insurance company: Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number:
Policy number: Name of owner: Name of insured: Designated beneficiary: Date of issue: Type of insurance: [term/whole/universal] Face amount: \$ Amount of premiums [monthly/quarterly/semiannually]: \$ Cash surrender value: \$ Name of insurance company: Policy number: Name of owner: Name of insured: Designated beneficiary:
Policy number: Name of owner: Name of insured: Designated beneficiary: Date of issue: Type of insurance: [term/whole/universal] Face amount: \$ Amount of premiums [monthly/quarterly/semiannually]: \$ Cash surrender value: \$ Name of insurance company: Policy number: Name of owner: Name of insured: Designated beneficiary: Designated beneficiary: Date of insured: Designated beneficiary: Date of issue:
Policy number: Name of owner: Name of insured: Designated beneficiary: Date of issue: Type of insurance: [term/whole/universal] Face amount: \$ Amount of premiums [monthly/quarterly/semiannually]: \$ Cash surrender value: \$ Name of insurance company: Policy number: Name of owner: Name of insured: Designated beneficiary: Date of issue: Type of insurance: [term/whole/universal] Face amount: \$
Policy number: Name of owner: Name of insured: Designated beneficiary: Date of issue: Type of insurance: [term/whole/universal] Face amount: \$ Amount of premiums [monthly/quarterly/semiannually]: \$ Cash surrender value: \$ Name of insurance company: Policy number: Name of owner: Name of insured: Designated beneficiary: Date of issue: Type of insurance insured: Designated beneficiary: Date of issue: Type of insurance: [term/whole/universal] Face amount: \$ Amount of premiums [monthly/quarterly/semiannually]: \$
Policy number: Name of owner: Name of insured: Designated beneficiary: Date of issue: Type of insurance: [term/whole/universal] Face amount: \$ Amount of premiums [monthly/quarterly/semiannually]: \$ Cash surrender value: \$ Name of insurance company: Policy number: Name of owner: Name of insured: Designated beneficiary: Date of issue: Type of insurance: [term/whole/universal] Face amount: \$

ANNUITIES:

Name of company:
Policy number:
Name of owner:
Name of annuitant:
Designated beneficiary:
Date of issue:
Type of annuity: Face Amount: \$
Amount of premiums (montiny/quarterly/semiannuany): 5
Current value (as of): \$
Nome of company
Name of company:
Policy number:
Name of annuitant: Designated beneficiary: Date of issue:
Designated beneficiary:
Tumo of annuity. Ease Amounts Q
A mount of promiums [monthly/quarterly/comionnuclly]:
This and a premiums intenny/quarterry/semiannuany is a
Current value (as of): \$
Name of company:
Name of company: Policy number:
Policy number:
Name of owner:
Designated beneficiary:
Date of issue:
Type of annuity: Ease Amount: \$
Amount of premiums [monthly/quarterly/semiannually]: \$
Current value (as of): \$
• • • • • • • • • • • • • • • • • • •
Name of company:
Policy number:
Name of annuitant:
Designated beneficiary:
Date of issue:
Type of annuity: Face Amount: \$
Amount of premiums (montiny/quarterly/semiannuany): 5
Current value (as of): \$

MOTOR VEHICLES, BOATS, AIRPLANES, CYCLES, ETC. (including mobile homes, trailers, and recreational vehicles)

(ear:Make:Model: Name on certificate of title: n possession of:	
Name on certificate of title:	
n possession of:	
Vehicle identification number:	
n possession of:	
Current balance (as of): \$	
Current balance (as of): \$ Current net equity in vehicle: \$	
Vear: Make: Model: Name on certificate of title:	
Name on certificate of title:	
n possession of:	
/ehicle identification number:	
Vehicle identification number:	
Current balance (as of): \$	
Current balance (as of): \$ Current net equity in vehicle: \$	
Year: Make: Model: Name on certificate of title: Model: Name on certificate of title: Model:	
n possession of	
n possession of:	
Same of creditor if loan against vehicle:	
Surrent balance (as of): \$	
Current balance (as of): \$	
Year: Make: Model: Name on certificate of title: Model:	
Name on certificate of title:	
n possession of:	
Vehicle identification number:	
Name of creditor if loan against vehicle:	
Current balance (as of): \$	
Current balance (as of): \$ Current net equity in vehicle: \$	
Zear:Make:Model: Name on certificate of title:	
name on certificate of title:	
n possession of:	
/ehicle identification number:	
Name of creditor if loan against vehicle:	
Current balance (as of): \$	
Current net equity in vehicle: \$	

OTHER MISCELLANEOUS PROPERTY: (including household furniture, furnishings, and fixtures, electronics and computers, antiques, artwork, collections, sporting goods, firearms, jewelry and other personal items, livestock, etc.)

Description of Asset:	
Owner:	
Owner:	
Description of Asset:	
Owner:	
Owner:	
Description of Asset:	
Owner:	
Owner:	
Description of Asset: Owner:	
Owner:	
Current value. 5	
Description of Asset:	
Owner:	
Owner:	
Description of Assat:	
Description of Asset: Owner:	
Owner:	
Description of Asset:	
Owner:	
Owner:	
Description of Asset:	
Owner:	
Current Value: \$	
Description of Asset:	
Owner:	
Current Value: \$	
Description of Asset:	
Owner:	
Current Value: \$	

SAFE DEPOSIT BOXES:

Name of depository:_____

Items in safe-deposit box:

Name of depository:______ Box number: ______ Names of persons with access to contents: ______

Items in safe-deposit box:

Name of depository:______ Box number: ______ Names of persons with access to contents: ______

Items in safe-deposit box: