

# Guide to the Living File

The reality is that most people do not have their personal and business affairs well sorted out at the time of their death. This can create a great deal of stress for the remaining family. This is stress that can be prevented with some timely thought and actions.

Compiling a Guide to the Living File is a proven way of addressing this.

This file needs to be constantly updated and it needs to be accessible but in a safe place that is also known by other trusted persons and in particular personal representatives.

## Suggested inclusions by both relationship partners:

- Wills
- Up to date Statement of Personal Assets/Possessions/Debts/Liabilities
- Enduring Powers of Attorney
- Memorandum of Wishes
- Life assurance schedule and policies
- Funeral requirements
  - Director details
  - Prepaid funeral details
  - Preference - burial/cremation
  - Order of service
  - Burial plot
- Succession contracts including instructions regarding debts still owing
- Details of valuable possession/chattels (by dollar value or intrinsic value). Many take photographs of jewellery, artwork, antiques, classic cars etc.
- Family tree - parents to great grandchildren
- Passwords (if considered appropriate) for computer, security system, telephone
- Contact details of lawyer, accountant, doctor, investment advisor etc.
- Contact details of all trades that service the home maintenance
- Location and description of investments with contact details
- Bank account details, signatories and how to operate electronic bank accounts (hopefully a joint account exists)
- If owning multiple properties – Property titles/certificates
- Vehicle ownership details
- List of people to notify on death – family, friends, relatives living overseas
- List of positions held – trusteeships, directorship, guardianship etc.
- Birth, death and marriage certificates if appropriate
- Citizenship papers
- Separation or divorce papers and section 21 matrimonial agreements
- Mortgage and other debt details including guarantees
- Partnership and shareholder agreements with contact details
- Photocopy of passport front page

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