



FOR YOU

START *today*

Our focus

- Investing
- Mortgages
- Property Sales

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FOR
YOU

NEW

YOUR ASSET
AND
LIABILITY
INVENTORY



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**You are what
you do,
not what you
say you'll do.**

Carl Gustav Jung



NOTHING
IS MORE
EXPENSIVE
THAN A MISSED
OPPORTUNITY.

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Why List Your Assets and Financial Matters?

Throughout the course of our lives, we all accumulate a growing list of accounts, liabilities, legal documents, professional contacts and digital assets. It is easy over time for our financial data to become spread out across different locations, with some parts known only by specific individuals or even a lot of details carried simply *in our own heads*.

We believe it is critical to have a central inventory of the information and data that make up your full financial picture. Build a single source of truth. Review it at least twice a year.

There is *no one-size-fits-all* format for taking on this task. For those with more complicated wealth holdings and structures, this publication may only begin to touch the surface and your record keeping will require a far more extensive document. For others, this will be more than sufficient.

Regardless of where you fall on that spectrum, we hope this guide provides a helpful list of the key categories to consider in documenting all your personal financial information in a centralized place.

We consider this to be a *“living”* document that will continue to grow and change over time. The amount of information to gather can seem daunting, but not all information has to be entered in detail. We encourage clients to work with us and your other professional advisers to aid in the completion of this inventory.

For clients who have completed this exercise with us, we have found it brings great *peace of mind*. It not only gives you an ability to look across your holdings in a comprehensive manner but also enables your family to feel they are prepared should an unexpected event happen.

We hope you find this resource valuable and we welcome your thoughts and recommendations for changes to this inventory.

I. Summary of Personal Information

	Client 1	Client 2
Full Legal Name:		
Legal Address:		
Date of Birth:		
National ID Number:		



Mother's Maiden Name:		
Employer:		
Position:		
Address:		
Work Phone:		
Home Phone:		
Cell Phones:		
Personal Emails:		
KRA PIN Number:		

II. Critical Contacts – Personal

Advisor	Name	Company	Contact Information (Phone / Email) & Description of Services Used
Parents			
Siblings			
Spouse			
Children			
Religious Contacts			



<i>Residence Caretaker</i>			
<i>Financial Advisor</i>			
<i>Investment Advisor/ Stockbroker</i>			
<i>Personal Banker</i>			
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II. Critical Contacts – Professional

<i>Advisor</i>	<i>Name</i>	<i>Company</i>	<i>Contact Information (Phone / Email) & Description of Services Used</i>
<i>Estate Advocate</i>			
<i>Conveyancing Advocate</i>			
<i>Litigation Advocate</i>			



<i>Accountant</i>			
<i>Insurance Agent/ Broker</i>			
<i>Financial Advisor</i>			
<i>Investment Advisor/ Stockbroker</i>			
<i>Personal Banker</i>			
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III. Summary of Estate Documents

<i>Document</i>		<i>Location of Original Copies</i>
<i>Living Will</i>	Wishes:	
<i>Last Will & Testament</i>		



Trusts		
Power of Attorney (Healthcare)	Primary Agent: Secondary:	
Power of Attorney (Property)	Primary Agent: Secondary:	
Other Documents (Describe)		

Trustees	Contact Information
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IV. List of Assets & Liabilities

Liquid Assets			
Type	Accounts	Institution	FMV
Current Accounts			
Savings Accounts			
M-Pesa Balances			



Fixed Deposit			
Treasury Bills			
Treasury Bonds			
Unit Trust Accounts			
Tax Refunds			
Annuities/ Pension			
SACCO Accounts			
Chama Accounts			
Investment Funds			
Shares/ Stock Options			
Mobile Money Accounts			
Dividends			
Mutual/ Private Equity Funds			

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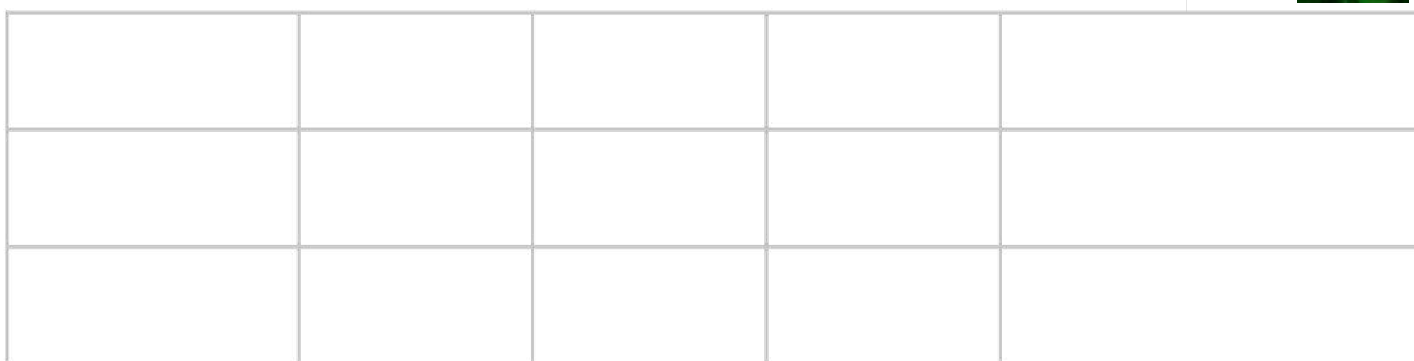


Merchant Accounts (PayPal, Stripe etc.)			
Cryptocurrency			
Uncollected Debt Repayments (Sight Agreements)			
Unpaid Fees			

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IV. List of Assets & Liabilities

Business Interests* (Sight Agreements)				
Business Name	Business Type (Informal, Land Buying, Online Business, Sole Proprietorship, Limited Liability, Public Listed Company, Trust Fund, Society, Church, NGO etc.)	FMV (FairMarketValue)	Ownership %	Location of Key Papers & People to Contact

[illegible]



IV. List of Assets & Liabilities

Personal Property, Livestock etc.

[illegible]



IV. List of Assets & Liabilities

Liabilities–Mortgages, MShwari, Other Loans, Asset Leasing, Construction Finance etc.

<i>Borrowed From (Financier)</i>	<i>Original Loan Amount</i>	<i>Current Balance</i>	<i>Term</i>	<i>Interest Rate</i>	<i>Monthly Payment</i>	<i>Security</i>

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V. Insurance Policies

Life Insurance

<i>Policy Number/ Insured By</i>	<i>Renewal Date, Insurance Agent</i>	<i>Location of Policy Document</i>	<i>Beneficiary</i>	<i>Death Benefit</i>	<i>Cash Value</i>



Medical Insurance					
<i>Policy Number/ Insured By</i>	<i>Renewal Date, Insurance Agent</i>	<i>Location of Policy Document</i>	<i>Outpatient, Inpatient Limits</i>	<i>Death Benefit</i>	<i>Cash Value</i>

V. Insurance Policies

Disability Insurance					
<i>Policy Number/ Insured By</i>	<i>Renewal Date, Insurance Agent</i>	<i>Location of Policy Document</i>	<i>Monthly Benefit</i>	<i>Benefit Period</i>	<i>Elimination Period</i>

V. Insurance Policies

Domestic Insurance					
<i>Policy Number/ Insured By</i>	<i>Renewal Date, Insurance Agent</i>	<i>Location of Policy Document</i>	<i>Monthly Benefit</i>	<i>Insured Assets</i>	<i>Insurance Amount</i>

V. Insurance Policies

Other Insurance Policies				
<i>Policy Number/ Insured By</i>	<i>Policy Type, Renewal Date, Insurance Agent</i>	<i>Location of Policy Document</i>	<i>Insured Assets</i>	<i>Insurance Amount</i>

VI. Location of Important Documents

Document	Location
KRA PIN Certificate	
National ID Card No.	
Safe Deposit Box	
Safe (Location & Combination)	
Vehicle Log Books	
Birth Certificate	
School Leaving Certificate	
Voting Card	
Bank Cards/ Credit Cards	
Marriage / Divorce Certificate	
Driver's License	
Passport	

NSSF No.		
Treasury Bills/ Bonds		
Cheque Books		

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VI. Location of Important Documents

<i>Document</i>	<i>Location</i>
Household Financial Records	
Medical/ Dental Records	
Police/ TSC/ Military Number	
Police/ TSC/ Military Service Records	
Police/ TSC/ Military Discharge Certificate	

Business Agreements / Contracts		
Shareholder Agreements		
Company Books of Accounts		



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VII. Inventory of Computers & Digital Assets

Description of Important Documents & Information:

List of Who Has Access to Each Computer:

List of Computers that Contain Family or Personal Photographs:



List of Computers that Contain Sensitive Information:

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VII. Inventory of Computers & Digital Assets



Login Names & Passwords:

Examples: E-Citizen, Ardhisasa Ministry of Lands Portal, Social Media, Tech Tools, Bank Apps, Online Loans, Crypto, PayPal, Stripe, Photo Storage Accounts, Webmaster Logins, Email Accounts, Any Website debiting your Bank Account directly, Dropbox, Picasa, Google Photos, etc.

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VIII. Other & Miscellaneous Notes

Things to Do or Remember

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List of Computers that Contain Family or Personal Photographs:



List of Computers that Contain Sensitive Information:

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