Get Organized

Your inventory of personal assets, expenses and documents

Organizing your personal assets, expenses and documents is a priority, regardless of your age. If you are injured, become ill or die suddenly, organized personal records will be helpful for those who must handle your household, legal and financial matters. Use this inventory to help you get organized. Update and review periodically with your loved ones.

Points to Consider

This inventory is a starting point.
Some items listed here may not apply to you. Others may require extensive documentation.

- With key details in one place, your executor and/or your survivors can take care of your property and resolve legal and financial matters.
- Include any document that might be useful information for your executor and survivors.
- Ensure that sensitive personal information is kept in a secure place and only shared on a need-to-know basis with trusted contacts, such as your attorney or executor.

If you are a VRS member or retiree:

- Visit varetire.org for information, publications and forms referenced here.
- Log in to your myVRS account at myVRS.varetire.org for secure access to your retirement benefit information.
- Keep your beneficiary information current. Register or log in to your myVRS account to name or update beneficiaries for your defined benefit member contributions and VRS Group Life and Optional Life Insurance, if you are eligible. If you participate in the Hybrid Retirement Plan, Commonwealth of Virginia 457 Deferred Compensation Plan and Virginia Cash Match Plan, select your plan's website and log in to your account to name your beneficiary.
- Authorize a trusted person to discuss your account information with VRS representatives (VRS-900) or complete and file a VRS Durable Power of Attorney (VRS-901) to allow an individual to take action on your behalf.
- Refer to the VRS brochure, Losing a Loved One: Guide for Families, for contacts that can be a useful addition to your planning.
- Contact VRS for counseling about your available benefits; virtual or in-person appointments for all active and retired members are available. Monday–Friday, 8:30 a.m.–4 p.m., 888-827-3847.
- Contact Voya Financial for counseling on VRS defined contribution plans. Call 877-327-5261 Monday – Friday from 8:30 a.m. – 9 p.m.

Information to Include

Information provided in this document is intended to be general. It cannot be complete in all details and cannot supersede or restrict the authority granted by the *Code of Virginia,* which may be amended from time to time.

This inventory is not meant to provide legal, financial or tax advice. Consult a professional for guidance and assistance.

What format should you use for your inventory? Develop a secure format that works for you. You may find it works well to create a central document or spreadsheet for recording contacts, personal information, household details and property records. Policies, manuals, warranties and financial statements can be stored in folders in a secure location.

Family, Friends and Key Contacts

List each person's name and contact information. For family members, include their relationship to you.

- Family members
- Friends and neighbors
- Executor
- Attorney
- Appointed agent for power of attorney
- Guardian
- Financial advisor/stockbroker
- Accountant
- Employer/former employer
- Title insurance agent
- Health insurance provider
- Medical doctors
- Clergy
- Burial/cremation contact
- Organ donation contact

Personal Information

List the location of each item or document.

- Social Security number
- Driver's license number
- Vehicle titles
- Birth certificate
- Adoption documents
- Marriage certificate
- Divorce/separation documents
- Approved Domestic Relations Orders (ADROs)
- Naturalization documents, if applicable
- Passport
- Tax records for current and recent years
- Appraisals for valuables and real estate
- Important medical documents
- Military service records
- Burial/memorial instructions

Although it's a good idea to store important documents in your safe deposit box, do not store your will or burial/memorial instructions there. The box may be sealed at your death, unless you have specifically authorized your executor to open it.

Wills, Trusts and Powers of Attorney

- *Will:* List the date it was executed, its location and the attorney's contact information
- *Trust(s):* List the trust name, date executed, location and contact information for grantor(s) and trustee(s)
- *Living will/advance health care directive, power of attorney and durable power of attorney:* List the date executed, location and the appointed agent's contact information

Insurance Policies

- *Life insurance:* List the insurer's contact information, policy number and owner, beneficiary, face value, premium and policy location
- *Health, dental, disability, long-term care, home and vehicle and all other types of insurance:* For each policy, list the insurer's contact information, policy number and owner, premium and policy location

Bank Accounts and Certificates of Deposit

For each account, list:

- Financial institution and contact information
- Account type and number
- Average account balance

Employee Savings, Retirement Accounts and Pensions

For each account, list:

- Employer and contact information
- Beneficiary

Creditors, Loans and Expenses

For each creditor, list:

- Creditor and contact information
- Account number
- Amount and date due
- Electronic or check payment
- Credit life insurance, if you have it

Investments

For each account, list:

- Financial institution and contact information
- Investment type
- Account number
- Beneficiary

Mortgages

For each mortgage, list:

- Mortgage company and contact information
- Account number
- Amount and date due

Real Estate

For each property you own, list:

- Property address
- Title location
- Tax record location

Rental Information

For any property you rent or property you own and rent to others, list:

- Property address and contact information
- Rent amount and due date
- Refundable deposit due, if applicable
- Key location

Household Information

List each item and its location:

- Pet schedules and veterinary information
- Security system company contact information and access codes
- Spare keys (labeled for use)
- Locks and combinations
- Documents, photographs and family records
- Address books and membership directories
- Firearms and ammunition
- Warranties and manuals
- Trash/recycling collection schedule
- Household utility providers (e.g., water, gas, electricity) and account numbers

Personal Property

For each item, list:

- Purchase/inheritance date
- Price/value and a receipt, if available
- Serial number, if applicable
- Location
- Recipient, if designated

Communications and Media

- List account and payment information for digital and print subscriptions and TV/phone/Internet services
- List account and payment information for any automatic renewals or installment plan purchases

Memberships

For each organization, list:

- Organization name and contact information
- Offices held/awards received, if applicable
- Badge disposition guidelines, if applicable

A record of your valuable possessions is useful for insurance claims, to determine your estate's value and to name recipients for items.

- Use additional sheets as needed
- Include photographs and appraisals of treasured items with this list
- Keep a file of receipts, warranties and manuals for household appliances and equipment

Many organizations, including sororities, fraternities and Masonic groups, have specific guidelines for badge or insignia disposition following a member's death. If you belong to such an organization, consult its headquarters or website for guidance on what should be done with badges or insignia after a member dies.

Inventory of Assets: Quick Reference

Complete this form and only share copies with your attorney, executor and others you trust who will need a quick reference to this information in the event of your illness, injury or death. Secure this inventory as you would secure your personal and financial information; review and update it on a regular basis.

Name ____ Date Prepared____________________

My important papers and valuable property are stored in these locations:

Location 1 ____

Location 2 ____

Location 3 ____

Location 4 ____

Safe Deposit Box (SDB) Location/Number ______________________________

Itemized list of important papers and valuable property. Circle the location of each item.

Item	Location			
My Will (original)	1	2	3	4	SDB
My Will (copy)	1	2	3	4	SDB
Spouse's Will (original)	1	2	3	4	SDB
Spouse's Will (copy)	1	2	3	4	SDB
Trust Agreements	1	2	3	4	SDB
Power of Attorney	1	2	3	4	SDB
Living Will/Health Care Directive	1	2	3	4	SDB
Organ Donor Card	1	2	3	4	SDB
Birth/Death Certificates	1	2	3	4	SDB
Marriage Certificate	1	2	3	4	SDB
Divorce/Separation Documents	1	2	3	4	SDB
Military Service Documents	1	2	3	4	SDB
Naturalization Documents	1	2	3	4	SDB
Adoption Documents	1	2	3	4	SDB
Social Security Number	1	2	3	4	SDB
Retirement Plan Information	1	2	3	4	SDB
Health Insurance Information	1	2	3	4	SDB
Life Insurance Information	1	2	3	4	SDB
Title Insurance Information	1	2	3	4	SDB
Loan/Creditor Information	1	2	3	4	SDB
Mortgage/Rental Information	1	2	3	4	SDB
Real Estate Records	1	2	3	4	SDB
Vehicle Information/Titles	1	2	3	4	SDB
Investment(s) Information	1	2	3	4	SDB
Tax Documents	1	2	3	4	SDB
Health Records	1	2	3	4	SDB
Household Expenses	1	2	3	4	SDB
Utility Payments	1	2	3	4	SDB

Item	Location				
Lock Combinations/Keys	1	2	3	4	SDB
Burial/Cremation Instructions	1	2	3	4	SDB
Pet/Veterinary Information	1	2	3	4	SDB
Address Books/Directories	1	2	3	4	SDB
Warranties and Manuals	1	2	3	4	SDB
Personal Property Records	1	2	3	4	SDB
Family Records/Heirlooms	1	2	3	4	SDB
Appraisals of Valuables	1	2	3	4	SDB
Jewelry/Furs/Clothing	1	2	3	4	SDB
Membership Pins/Insignia	1	2	3	4	SDB
Musical Instruments	1	2	3	4	SDB
Artworks	1	2	3	4	SDB
Sports Equipment	1	2	3	4	SDB

Important Contacts

Virginia Retirement System
P.O. Box 2500, Richmond, VA 23218-2500
888-827-3847
varetire.org

Securian Financial (life insurance)
P.O. Box 1193, Richmond, VA 23218-1193
800-441-2258
rbo@securian.com

Do not include confidential information, such as a Social Security number, when submitting a request via email.

01-2025