Document Locator

For: _____

Date: _____

Write where each original is kept, and who holds a copy. You are recording where things are, not the contents.

Document	Where the original is	Copies held by	Last updated
Will			
Power of attorney for property			
Power of attorney for personal care / health-care proxy			
Advance care wishes			
Birth and marriage certificates			
Insurance policies			
Deed, lease or mortgage			
Funeral or burial plans			
Safety deposit box key			

Check: Is the will current? Do the named people still want, and still have the ability, to act? Can someone open the safety deposit box on a Saturday night?