INTAKE FORM FOR WILLS AND POAS

PERSONAL INFO	RMATION				
Name in full (first, middle,			Other Names You I	May Be Known By	7
Place of Birth	Date of Birth		Citizenship	S.I.N	1.
Residence Street Address			City	Province	Postal Code
Telephone No.	Call I	Phone N	Io.	Email Addre	and a
relephone No.	Cen r	none iv	10.	Eman Addre	755
Any other Residence or Fu	()	Stre	et Address City	Province	Postal Code
This other residence of 1 d	iture residence	Sirc	et Address City	Trovince	1 ostar Code
Occupation	Employer	Tele	phone No.	Fax No.	Email Address
		()	()	
			,		
Γ					
MARITAL STATU					
We refer to the term "spou "Former spouse" includes					
divorced.	tormer common-taw	partne	is and anyone from w	nom you are curre	ntry separated of
☐ Single ☐ Commo	on Law Marr	ried	Separated	Divorced	□Widowed
☐Engaged If Yes,	to (Name):			Wedding Date:	:
☐Marriage Contract/Coha	abitation Agreement		Date:		
-			age Date:	Marriage Place	
If Married, Spouse:			age Date.	Mairiage Flace	
If Divorced, Separated or V	Widowed, Former S	pouse:		Date):
Other Previous Marriages? marriage on back.	Yes No		If Yes, Provide	Details as above for	or each previous
Spouse Ever Previously M	arried? Tyes []No	If Yes Provide	Details as above for	or each previous
marriage on back.			11 1 05, 110 vide	Details as above i	or each previous
Any Continuing Support C	Obligations, Obligation	ons on I	Death (ie. Life Insurar	nce, Pension obliga	ttions)? □Yes □No
If Yes, Provide Details of			011:	40 Dv. Dv	
Does Spouse have any Con If Yes, Provide Details of O			s, Obligations on Dea	th? LYes LN	0
	-		Court Ordans Man	inga Contunato	Cohabitation
(Please provide copies of a Agreements)	any Separation Agre	ements	, Court Oraers, Mari	uge Contracts or	Conabhanon

SPOUSE'S INFOR	MATION							
Draft Will for Spouse?	1111111011							
-		□Yes			No			
Name in full (first, middle,	ame in full (first, middle, last)		Other Names Spo	Other Names Spouse May Be Known By				
Place of Birth	Date of Birth		Citizenship		S.I.N.			
Telephone No.	Ce	ll Phone No		Emai	1 Address			
()	()						
Occupation	Employer	Telepl	hone No.	Fax No).			
		()		()				
CHILDREN indicate								
Name and Address	D.O.B.		<i>ucappea, ana una</i> Iarried &/or Have		children are being supported Notes (see above for info			
ivanic and Address	D.O.B.		provide names)	Cinidicit	needed):			
1.								
2.								
3.								
4.								
					CIALLY: (ie. Ex-spouses, as providing housing or other			
Name and Address			Relationship					

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ANY OTHER PERSONAL INFORMATION WHICH MAY IMPACT ESTATE:
Provide details of anything that you think might be important regarding your will or estate. For example is there anyone who you think might challenge your will or make a claim against your estate. Provide details of any family members or other potential beneficiaries with disabilities, and advise whether they receive any government or other assistance. Provide details of any family members or other potential beneficiaries who are subject to bankruptcy issues, legal claims or have difficulty handling money. Provide details about relevant matters concerning your health or the health of potential beneficiaries or executors.
ADVISORS NAMES AND CONTACT INFORMATION:
Financial Advisor:
Lawyer(s):
Accountant:
Insurance Advisor:
Family Doctor:

ASSETS

A. REAL ESTATE:	Regist	tration/Title		
	Self	Spouse	Joint*	Value
1. PRINCIPAL RESIDENCE Address:			Ш	Gross Value: \$
Address:				
Outstanding Mortgage? Yes No				Amt. Owed: \$
Mortgagor Information:				Net Value: \$
Mortgage Insurance? Yes No		Insurer:		
Wortgage insurance: Tes Tivo		msurer.		
2.VACATION PROPERTY				Gross Value: \$
Address:				
Outstanding Mortgage? Yes No				Amt. Owed: \$
Outstanding Wortgage! res				Aint. Owed. \$
Mortgagor Information:				Net Value: \$
Mortgage Insurance? ☐Yes ☐No		Insurer:		
3. RENTAL/INVESTMENT PROPERTY				Gross Value: \$
Address:			Ш	Gloss value. \$
ridaress.				
Outstanding Mortgage? Yes No				Amt. Owed: \$
M. dans J. C. and C. and				N1 (37 . 1
Mortgagor Information:				Net Value: \$
Mortgage Insurance? Yes No		Insurer:		
4. OTHER PROPERTY (Specify Type)				Gross Value: \$
Address:				
Outstanding Mortgage? Yes No				Amt. Owed: \$
Mortgagor Information:				Net Value: \$
Mortgage Insurance? Yes No		Insurer:		
Mortgage mourance: 11 res 1100		msurer.		
		<u>I</u>		
*Provide name of joint owner, if someone of	her than spo	ouse		

B. CASH – BANK ACCOUNTS:	1	Account Hol	lder	
(Name of Institution & Account #)	Self	Spouse	Joint*	Value
Total Cash – Bank Accounts:	\$	\$	\$	\$
Location of Safety Deposit Box(es) and				
Key(s):				
*Provide name of joint owner, if someone otl	ier than spo	ouse		
C. NON-REGISTERED FINANCE	CIAL IN	VESTM	ENTS:	
ie. GICs, BONDS, STOCKS, MUTUAL FUN		, 201111	E1(15)	
	A	ccount Hold		
(Identify Institution &/or Issuer & Account #)	Self	Spouse	Joint*	Value

\$

Total Non-RRSP Financial Investments:

*Provide name of joint owner, if someone other than spouse

\$

\$

(Name of Institution & Account Number)	Se	Owner: e lf	Spouse	Beneficiary	Va	lue
					\$	
					\$	
					\$	
					\$	
		$\overline{\Box}$	$\overline{}$		\$	
		_			\$	
					\$	
. RESPs:						
		Subscribe	er			
Jame of Institution & Account Number)	Self	Spouse	Joint*	Beneficiary(ies)		alue
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
Provide name of joint owner, if someone oth	her than s	spouse				
F. BUSINESS INTERESTS:						
. Name, Address and Nature of Primary B	usiness					
. Ivanic, Address and Ivalure of Frimary B	usiness:					
Ownership of Structure: Sole Proprietor	Part	nership	☐ Privat	e Corporation		
f Partnership, Names of Partners:						
• *						
f Corporation, Names of Shareholders:						

Notes:								
(Provide Copies of Al	l Agreen	ients Relate	d to Busi	ness, ie.	Partnershi	p Agreement, S	Shareholder	Agreement,
Buy/Sell Agreement)2. Name, Address an	ıd Natur	e of Any Ot	her Busi	iness:				
,		, ,						
Ownership of Structur	re: S	ole Propriet	or [Partner	ship [Private Corp	oration	
If Partnership, Names	of Partne	ers.						
ii i armership, ivames	OI I ai tiik	C15.						
If Corporation, Names of	f Sharehol	ders:						
Total Value of Business:	\$				Value of Y	our Interest in Bu	isiness: \$	
Notes:				l				
(Provide Copies of All A	greement	s Related to B	Business, i	e. Partne	rship Agreen	nent, Shareholde	er Agreement,	Buy/Sell Agreement)
O THE PROFIL) A NT C							
G. LIFE INSUE			I :4	Co Isaas	und		D 4	C = 1.1
Company Name/ Policy Number	Owne Poli		Lij Self	e Insu Spouse	rea Other	Beneficiary	Death Benefit	Cash-In Value
1.	1 011	ccy		Spouse		Denegiciary	\$ Senejii	* value
-			_	_				
2.			П				s	\$
2.			Ш				\$	\$
3.							\$	\$
4.							\$	\$
5.							\$	\$
H. REGISTER	ED PE	NSION	PLAN	S:				
Self:					Spouse:			
Employer or Company	y Name a	and Pension	Administ	rator:	Employer	or Company N	ame and Per	sion Administrator:
Value to Beneficiary (Name) or Estate?: Value to Beneficiary (Name) or Estate?:					e?:			
I. LOANS REC	EIVA	BLE						
_			e of Loan			Ownershi	p	
Person Owing You	Money	& Terms	of Repa	yment	Self	Spouse	Joint	Amount Owed
								\$

				\$
				\$
	-			
J. PERSONAL PROPERTY				
ie. Jewellery, Antiques, Cars, Boats, Collections etc. of		Ownershi	<i>p</i>	
Significant value or that may be dealt with in Will	Self	Spouse	Joint*	Value
				\$
				\$
				\$
				\$
				\$
*Provide name of joint owner, if someone other than spou K. OTHER PROPERTY**	se			
K. OTHER PROPERTY""				
T		Wnership		** *
Type of Property	Self	Spouse	Joint*	Value \$
				Φ
				\$
				\$
				\$
* Provide name of joint owner, if someone other than spo ** Interests in Trusts or Estates, Pending Legal Claims, Ann				

LIABILITIES

	Person or Institution	Resp	onsibility j		Amount
(ie. Bank Loan, LOC, IOU, Tax)	Debt is Owed To	Self	Spouse	Joint*	Owed
					\$
					\$
					\$
					\$
					\$
:					\$
					\$
					\$
					\$
*Provide name of joint debtor,	if someone other than spouse				

PRELIMINARY INSTRUCTIONS FOR WILL & POWER OF ATTORNEY

DO YOU HAVE A WILL NOW?:			
Do you (and your spouse) presently have a will(s)?	□Yes	□No	
If yes, do you have more than 1 will each (ie. a Primary and a Secondary Will)?	□Yes	No	
Location of Will and other Important Documents and Financial Information:			
LIFE INSURANCE :			
You can revoke or change the beneficiary of your life insurance policy(ies) in your for the proceeds of your life insurance policies in your will.	will. You	can also establ	lish a trust
I want to change the beneficiary designation on my life insurance policy(ies)	☐ Yes	□No)
If yes, do you want the beneficiary(ies) to receive the proceeds of your life insuran	ce outright?	Yes	□No
If Yes, Please provide Names of Beneficiary(s) & Alternate(s):			
Alternatively, do you want to provide for your life insurance proceeds to be held in (ie. insurance trust for your children)	trust?	Yes	□ No
If Yes, Please provide Names of Beneficiary(ies) of Trust:			
PROCEEDS OF REGISTERED PLANS (RRSPs, RRIFs, R	Pensions,	etc.)	
Like life insurance, you can change the beneficiary of your RRSPs, and RRIFs and your will. You can also establish a trust for the proceeds of these plans in your wil		er registered p	lans in
I want to change the beneficiary designation on my registered plans (ie RRSPs)	Yes	□No)
If yes, do you want the beneficiary(ies) to receive the proceeds of your registered p	lans outrigh	nt? 🗌 Yes	□No
If Yes, Please provide Names of Beneficiary(s) & Alternate(s):			
Alternatively, do you want to provide for your registered plans to be held in a trust (ie. RRSPs to be held in trust for your children)	? \(\sum \text{Y}	es No	
If Yes, Please provide Names of Beneficiary(ies) of Trust:			

PERSONAL PROPERTY (Jewellery, household items, collections, cars, etc.)

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Often people want to leave certain items of property – which can have either monetary or sentimental value to family or friends. There are many ways this can be done. Please indicate by checking below all the boxes that may apply to your will.
☐ I have a few items that I know I want to give to certain people. I want to specify the gift of these items in my Will: Please describe the item and name the beneficiary for each item.
☐ I plan to make a memorandum some time in the future setting out how I want certain items of personal property distributed, and I may want to change this memo from time to time.
☐ I have or will make a memorandum of how I want certain items of personal property distributed. I don't expect to make any changes to this memo over time.
☐ I want all of my personal property to go to my spouse if alive – but, if my spouse is not alive then:
☐ I want my Trustees to divide my personal property equally among my children as my Trustees decide is appropriate
☐ I want my Trustees to divide my personal property among my children as my children agree. Provided that if my children are unable to agree then:
☐ I want my Trustees to decide how to divide my personal property among my children;
OR I want my personal property divided among my children By lot OR By rotation
☐ I want any personal items going to my minor children to be held for each child until they are 18.
☐ Other:
YOUR HOME
For most people their interest in their home will form part of their general estate or will be transferred directly to a beneficiary as it can be complicated to hold real estate in trust. If you want your interest in your home to be treated separately from the rest of your estate and either given to a beneficiary or held in a trust for the use of a beneficiary, please provide instructions below:
If you do want your home to be treated differently from your general estate, please confirm the ownership of the property:
If you want to leave your interest in your home to a beneficiary(ies), other than the beneficiaries of the rest of your estate, provide name of beneficiary(ies), and alternate(s):
If you want your home to be held in trust for the use of a beneficiary, please provide beneficiary's name(s) and age(s):

If your home is to be held in trust, please consider the following questions, which will need to be dealt with in your will: Who is to pay for repairs to the home? Who is to pay for its maintenance? Does the estate trustee have the ability to substitute property? When is the property to be sold? If the property can be sold during beneficiary's (ies') lifetime – what is to happen to the proceeds of sale?
OTHER REAL ESTATE (ie. Cottage, Rental Property)
Do you want any other real estate to be treated differently from your general estate? If you do, please confirm the address and ownership of the property:
If you want to leave your interest in this property to a beneficiary, other than the beneficiary of the rest of your estate, provide name of beneficiary(ies), and alternate(s):
If you want your interest in this property to be held in trust for the use of a beneficiary (ies), please provide beneficiary's(ies') name(s) and age(s):
If your interest in this property is to be held in trust, please consider the following questions, which will need to be dealt with in your will: Who is to pay for repairs to the property? Who is to pay for its maintenance? Does the estate trustee have the ability to substitute property? When is the property to be sold? If the property can be sold during beneficiary's(ies') lifetime – what is to happen to the proceeds of sale?

BUSINESS INTERESTS (Proprietorships, partnerships and private corporations)

Do you want your interest in your business(es) to form part of your general estate, or transferred to particular beneficiary(ies)? Please provide details of your wishes and instructions:

LEGACIES: (Cash Gifts)			
Amount	Name, Relationship & Address of Individual or Charitable Beneficiary (If a beneficiary predeceases, do you want the legacy to be paid to another person or persons ie. the beneficiary's children or spouse?)	When is the legacy to be paid? On your death or on the death of the last of you and your spouse to die?	

LEGACY TRUSTS: (Defined Amount Held in Trust and Paid Out over Time)				
Amount or Percentage of Estate	Name, Relationship & Address of Beneficiary(ies) (If a beneficiary predeceases, do you want the legacy to be paid to another person or persons ie. the beneficiary's children or spouse?)	Purpose of Trust (ie. Education), if any	When is the legacy trust to be established? On your death or on the death of the last of you and your spouse to die?	

DISPOSAL OF RESIDUE:
(Residue is what remains after debts, taxes and legacies and other gifts paid)
Residue is either left to beneficiaries outright or in trust. The details of any trusts will be discussed in person, however it would be helpful for you to check any boxes which may apply and provide further information below.
1. OUTRIGHT DISTRIBUTION
All to your spouse, but if your spouse predeceases you:
☐ Equally to your children, but if any of your children predecease you leaving children of their own then alive
the deceased child's share is divided among their issue (their children) OR
the deceased child's issue do not receive a share
☐ All to Other Beneficiary. Provide Name:
☐ Or equally to his or her issue if deceased
☐ All to Be Divided Equally among other Beneficiaries. Provide Names:
☐ Or equally to their issue if deceased
☐ Other – specify:
2. SPOUSAL TRUST
Spouse is entitled to all of income from trust for his or her lifetime.
Name of Trustee(s) of Spousal Trust and relationship to you:
Pay capital in the discretion of the trustee(s)
Restrictions on distribution of capital

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Provide instructions about what is to happen to remainder of trust on death of spouse. Ie. Divided equally among children or their issue?			
☐ Other – specify:			
3. LIFETIME FAMILY Trustees:	TRUST FOR EACH CHILD		
☐ Children are each to be s	sole trustee of their own trust		
OR Children are each to be t	rustee of their trust with 1 or m	ore other trustees – provide na	mes and relationship to you:
Beneficiaries:			
1	ildren) are to be beneficiaries o	of each trust - if other beneficia	aries provide details:
OR Child and Spouse and th	eir issue are to be the beneficia	ries of the trust – provide detail	ıls:
4. TRUST FOR CHILDRI	EN OR OTHER BENEFICIA	ARIES	
☐ Trust for your children			
☐ Trust for disabled benefi	ciary. Provide name, relations	hip to you:	
☐ Trust for other beneficia	ry(ies). Provide names, relation	nship to you, and purpose of tr	ust:
We suggest that inheritance.	s to young people are spread or	ut over a number of years, in 3	or more distributions.
☐Age(s) of Distributions a	nd Amount of Capital Share given	ven at each Distribution period	i:
Age and %:	Age and %:	Age and %:	Age and %:
Other instructions or wish	ies:		
4. COMMON DISASTER PROVISIONS			
Names and Relationships of Beneficiaries and Instructions for Division amongst Beneficiaries. For example: all to be divided between 2 named persons; all to named charity; all to be divided into 2 parts, 1 part for each spouse's family			
equally divided among siblings			

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5.AGE TO RECEIVE INHERITANCE FOR NON-TRUST BENEFICIARIES
EXECUTOR(S)/TRUSTEE(S) (Your executor is the person or people who will administer your estate and any trusts in your Will, except those trusts for which you have named a separate trustee.)
EXECUTOR(S) OF FIRST CHOICE
Spouse Yes No. If No, provide name and relationship and contact info for each executor:
ALTERNATE EXECUTOR(S)
Provide name and relationship and contact info for each executor:
Provide details of all Conditions, and Restrictions for Executors ie. majority rules, minimum number of executors:
GUARDIAN(S) (Your guardian is the person or people you name to take care of your children until they turn 18).
Guardian(s) of First Choice (Provide Name, Relationship, City of Residence)
Alternate Guardian(s) (Provide Name, Relationship, City of Residence)

OTHER INSTRUCTIONS, COMMENTS OR NOTES:		

POWERS OF ATTORNEY

PLANNING YOUR POWERS OF ATTORNEY:			
Do you (and your spouse) presently have Continuing Power(s) of Attorney for Property? Do you (and your spouse) presently have Power(s) of Attorney for Personal Care? Yes No If Yes, location(s) and date(s) of prior Power(s) of Attorney:			
POWERS OF ATTORNEY:			
A. SELF	B. SPOUSE		
Provide Names, Relationship & Addresses of Attorneys Continuing Power of Attorney for Property: Name of Attorney(s)	Provide Names, Relationship & Addresses of Attorneys Continuing Power of Attorney for Property: Name of Attorney(s)		
Substitute	Substitute		
If more than 1 Attorney is Named, are Attorneys to act together, or can either Attorney act?:	If more than 1 Attorney is Named, are Attorneys to act together, or can either Attorney act?:		
☐Together ☐ Either or Both Attorney	☐Together ☐ Either or Both Attorney		
If more than 2 Attorneys are Named, are Decisions to be made unanimously or by majority rule?:	If more than 2 Attorneys are Named, are Decisionsto be made unanimously or by majority rule?:		
☐Unanimously ☐By Majority	☐Unanimously ☐By Majority		
Are there to be restrictions in Power of Attorney ie. only to be used if you are proven to be incapable? If yes, how is incapacity to be determined?:	Are there to be restrictions in Power of Attorney ie. only to be used if you are proven to be incapable? If yes, how is incapacity to be determined?:		
Power of Attorney for Personal Care: Name of Attorney(s)	Power of Attorney for Personal Care: Name of Attorney(s)		
Substitute	Substitute		
If more than 1 Attorney is Named, are Attorneys to act together, or can either Attorney act?:	If more than 1 Attorney is Named, are Attorneys to act together, or can either Attorney act?:		
☐Together ☐ Either or Both Attorney	☐Together ☐ Either or Both Attorney		
If more than 2 Attorneys are Named, are Actions to be made unanimously or by majority rule?:	If more than 2 Attorneys are Named, are Actions to be made unanimously or by majority rule?:		
☐Unanimously ☐By Majority	☐Unanimously ☐By Majority		
Do you want to include specific instructions in Power of Attorney? If yes, do you want to say that you don't want life support if you are terminally ill?:	Do you want to include specific instructions in Power of Attorney? If yes, do you want to say that you don't want life support if you are terminally ill?:		
☐Include "No Life Support" clause	☐Include "No Life Support" clause		
Provide details of any other specific instructions:	Provide details of any other specific instructions:		