INTAKE FORM FOR WILLS AND POAS

PERSONAL

PERSONAL INFO	ORMATION						
Name in full (first, middle	, last)	Other Names You	May Be Known By				
Place of Birth	Date of Birth	Citizenship	S.I.N	•			
Residence Street Address		City	Province	Postal Code			
Telephone No.	Cell Pho	one No.	Email Address				
()	()						
Any other Residence or F	uture Residence	Street Address City	Province	Postal Code			
Occupation	Employer	Telephone No.	Fax No.	Email Address			
		()	()				
[
MARITAL STAT		orm. "Spouse" includes cur	rant married and a	amman law northard			
		partners and anyone from w					
divorced.				J 1			
☐ Single ☐ Comm	on Law Marrie	d Separated	Divorced	□Widowed			
☐Engaged If Yes	s, to (Name):		Wedding Date:				
☐Marriage Contract/Coh	nabitation Agreement	Date:					
If Married, Spouse:		Marriage Date:	Marriage Place				
ii waineu, spouse.	<u>. </u>	Marriage Date.	Warriage 1 face	•			
If Divorced, Separated or	Widowed, Former Spo	ouse:	Date	:			
Other Previous Marriages marriage on back.	? Yes No	If Yes, Provide	Details as above for	or each previous			
Spouse Ever Previously N		Jo If Ves Provide	Details as above for	or each previous			
marriage on back.	Tarried:	11 163, 110 vide	Details as above it	or each previous			
Any Continuing Support	Obligations Obligation	s on Death (ie. Life Insurar	nce Pension obliga	tions)? [Ves [No			
If Yes, Provide Details of	Obligations on Back		_				
Does Spouse have any Co If Yes, Provide Details of		gations, Obligations on Dea	tth? ∐Yes ∐N	0			
	-						
(Please provide copies of Agreements)	any Separation Agrees	ments, Court Orders, Mari	riage Contracts or	Cohabitation			

SPOUSE'S INFOR	MAT	ION				
Draft Will for Spouse?			□Y	25		∏No
Name in full (first, middle,	last)		1	Other Names Spo	use May Be	
Place of Birth	Date of	of Birth		Citizenship		S.I.N.
Telephone No.		Cell P	hone N	0.	Emai	il Address
		()			
Occupation	Emp	loyer	Tele	phone No.	Fax No).
			()	()	
CHILDREN indicate						ren are from a previous children are being supported
Name and Address	ерсниш	D.O.B.		Married &/or Have (Notes (see above for info
				(provide names)		needed):
1.						
2.						
3.						
4.						
ANV OTHEDS DE	INC	SHDDOD	TED	UD HEI DEU	EINA NA	CIALLY: (ie. Ex-spouses,
parents, relatives, adult ch						as providing housing or other
benefits.						
Name and Address				Relationship		
rame and radices				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 Self	tration/Title Spouse	Joint*	Value
1. PRINCIPAL RESIDENCE				Gross Value: \$
Address:				
Outstanding Mortgage? Yes No				Amt. Owed: \$
Mortgagor Information:				Net Value: \$
Mortgage Insurance? ☐Yes ☐No		Insurer:		
2.VACATION PROPERTY				Gross Value: \$
Address:				
Outstanding Mortgage? Yes No			П	Amt. Owed: \$
Mortgagor Information:				Net Value: \$
		-		
Mortgage Insurance? ☐Yes ☐No		Insurer:		
3. RENTAL/INVESTMENT PROPERTY Address:				Gross Value: \$
Outstanding Mortgage? Yes No				Amt. Owed: \$
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:		
*Provide name of joint owner if someone of	her than sno	IISE		

B. CASH – BANK ACCOUNTS:		Account Ho	lder	
(Name of Institution & Account #)	Self	Spouse	Joint*	Value
Total Cash – Bank Accounts:	\$	\$	\$	\$
Location of Safety Deposit Box(es) and Key(s):		1	ı	1
*Provide name of joint owner, if someone otl	her than sp	ouse		
C. NON-REGISTERED FINANCIE. GICS, BONDS, STOCKS, MUTUAL FUN	NDS			
(Identify Institution &/or Issuer & Account #)		Account Hold		T7 1
		Snouse	Ioint*	V alu <i>o</i>
(worthly) Institution (con Issuer Criccount h)	Self	Spouse	Joint*	Value
(wormly) Institution & or Issuer & necount by		Spouse	Joint*	Value
(worm) Institution & or Issuer & recount by		Spouse		Value
(wormy) Institution & or Issuer & Recount by		Spouse		Value
(wormy) Institution & Or Issue: & Incount in		Spouse		Value

\$

Total Non-RRSP Financial Investments:

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

	Owner	ship			
Se	<u>elf</u>	Spouse	Beneficiary	Valu	ıe
				\$	
				\$	
				\$	
				\$	
				\$	
				Ψ	
				\$	
				\$	
				,	
	G 1 .1				
Self			Reneficiary(ies)	Val	lue
			Denegleral y (res)	\$	
 				Φ.	
				\$	
				\$	
 				•	
				\$	
				\$	
				\$	
				\$	
				\$	
	_				
han than c	enouse.				
nei than s	spouse				
usiness:					
Parti	nership	☐ Privat	e Corporation		
	Self Self	Self Self Self Subscribe Spouse Subscribe Spouse Self Spouse Sher than spouse	Self Spouse Solve Spouse Subscriber Spouse Subscriber Spouse Joint* Self Spouse Joint* Self Spouse Joint* Subscriber Spouse Joint*	Self Spouse Beneficiary Subscriber Spouse Joint* Beneficiary(ies) Self Spouse Joint* Beneficiary(ies) Self Spouse Joint* Beneficiary(ies) Subscriber Spouse Joint* Beneficiary(ies) Subscriber Spouse Joint* Beneficiary(ies) Subscriber Spouse Joint* Beneficiary(ies)	Self Spouse Beneficiary Value S SSUBSCRIBER SPOUSE Joint* Beneficiary(ies) Value S SSUBSCRIBER SPOUSE Joint* Beneficiary(ies) S SSUBSCRIBER SPOUSE S SSUBSCRIBER SPOUSE S SSUBSCRIBER SPOUSE S SSUBSCRIBER S SSUBSCR

			7	7			
Notes:							
(Provide Copies of Al Buy/Sell Agreement)	ll Agreements Rela	ted to Busi	ness, ie.	Partnersh	ip Agreement, S	hareholder A	greement,
2. Name, Address an	nd Nature of Any	Other Busi	iness:				
Ownership of Structur	re: Sole Propri	etor]Partner	ship	Private Corpo	ration	
If Partnership, Names	of Partners:						
If Corporation, Names o	f Shareholders:						
Total Value of Business:	: \$			Value of Y	our Interest in Bus	siness: \$	
Notes:							
(Provide Copies of All A	Igreements Related to	Business, i	e. Partne	rship Agreei	ment, Shareholder	Agreement, B	uy/Sell Agreement)
-							
G. LIFE INSUI	PANCE.						
Company Name/	Owner of	Lit	e Insu	red		Death	Cash-In
Policy Number	Policy	Self	Spouse	Other	Beneficiary	Benefit	Value
1.						\$	\$
2.						\$	\$
3.			П			\$	\$
4.						\$	\$
						Ψ	
<i>E</i>		<u> </u>		 		6	\$
5.						\$	2
H. REGISTER	ED PENSION	N PLAN	S:				
Self:		Spouse:					
Employer or Compan	y Name and Pensio	n Administ	rator:	Employer	or Company Na	ame and Pens	ion Administrator:
Value to Beneficiary (Name) or Estate?:				Value to Beneficiary (Name) or Estate?:			
I. LOANS REC		·		<u> </u>	-		
Parson Owing Von		pe of Loan		Calf	Ownership	_	Amount Owad
Person Owing You	wioney & Tern	ns of Repa	ymeni	Self	Spouse	Joint	Amount Owed \$

		<u> </u>		
				\$
				\$
		I		I
J. PERSONAL PROPERTY				
e. Jewellery, Antiques, Cars, Boats, Collections etc. of		Ownershi	in	
Significant value or that may be dealt with in Will	Self	Spouse	P Joint*	Value
, and the second	ĺ			\$
		П		\$
				Φ
				\$
				\$
				\$
*Provide name of joint owner, if someone other than spo				
*Provide name of joint owner, if someone other than spo				
	buse			
K. OTHER PROPERTY**	ouse (] — Ownership		
K. OTHER PROPERTY**	buse			\$
K. OTHER PROPERTY**	ouse (] — Ownership		\$ Value
K. OTHER PROPERTY**	Self	Ownership Spouse	Joint*	Value \$
K. OTHER PROPERTY**	Self	Ownership Spouse	Joint*	\$ Value \$
*Provide name of joint owner, if someone other than spo K. OTHER PROPERTY**	Self	Ownership Spouse	Joint*	Value \$

LIABILITIES

	Person or Institution		oonsibility f		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.	r will. You can	also establish 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	nce 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)	n trust?	Yes No
If Yes, Please provide Names of Beneficiary(ies) of Trust:		
PROCEEDS OF REGISTERED PLANS (RRSPs, RRIFs, A	Pensions, e	tc.)
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 will.		registered plans in
I want to change the beneficiary designation on my registered plans (ie RRSPs)	Yes	□No
If Yes. Please provide Names of Beneficiary(s) & Alternate(s):		

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

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 TI	RUST FOR EACH CHILD		
Trustees:			
Children are each to be so OR			
	ustee of their trust with 1 or m	ore other trustees – provide nar	nes and relationship to you:
Beneficiaries:			
Child and their issue (chil	dren) are to be beneficiaries o	f each trust - if other benefician	ries provide details:
_	ir issue are to be the benefician	ries of the trust – provide detail	s:
4 TRUST FOR CHILDRE	N OR OTHER BENEFICIA	RIES	
i. Thest Fon employe	iv on official beverious		
☐ Trust for your children			
-	iary. Provide name, relationsl	hip to you:	
☐ Trust for other beneficiary	y(ies). Provide names, relation	nship to you, and purpose of tru	st:
		ut over a number of years, in 3 o	
☐Age(s) of Distributions an	d Amount of Capital Share giv	ven at each Distribution period:	
Age and %:	Age and %:	Age and %:	Age and %:
Other instructions or wishe	es:		
4. COMMON DICASTED I	DROVICIONS		
4. COMMON DISASTER I			
	rsons; all to named charity; al	for Division amongst Beneficia Il to be divided into 2 parts, 1 pa	
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5.AGE TO RECEIVE INHERITANCE FOR NON-TRUST BENEFICIARIES
\square 18 \square 21 \square 25
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 Provide Names, Relationship & Addresses of Attorneys	B. SPOUSE Provide Names, Relationship & Addresses of Attorneys	
Continuing Power of Attorney for Property: Name of Attorney(s)	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:	
	·	