



Where everything is

One page for the person who has ten minutes. For each item, write **where** it is kept and **who else** knows. Do not write what is in it.

WRITTEN BY

DATE

ITEM	WHERE IT IS KEPT	WHO ELSE KNOWS
Papers		
Original will		
Trust papers		
Birth and marriage certificates		
Passport		
House papers or lease		
Vehicle titles		
Insurance policies		
Tax returns		
Military discharge (DD 214)		
Prepaid funeral papers		
Accounts, keys and access		
Bank and retirement statements		
Safe-deposit box and key		
Password manager		
Phone and computer unlock		
Cash and valuables		
Spare keys		
Anything else		

WHAT NEVER TO WRITE ON THIS PAGE

- Passwords or PINs
- Full Social Security numbers
- Full account or card numbers

- Recovery phrases or private keys for digital money
- Answers to security questions

Write **where** they are kept and **who** can open that place: a password manager, a safe, a safe-deposit box. The last four digits are enough to identify an account. A page of passwords is a page of keys to everything you own.