

**Assets Log**

**for**

**Testators & Their**

**Executors & Attorneys**

Helping executors and attorneys by recording your assets clearly

*This page has been left intentionally blank. This ensures the Introduction begins on the right-hand page, making the log easier to read and simpler to use.*

# Introduction

This Assets Log is for you — whether you are making a Will (the testator) or creating a Lasting Power of Attorney (the donor). It helps you record your assets so your executors and/or attorneys can find everything quickly and manage your estate or finances responsibly.

***Your executors can only deal with what they know exists. This log makes their job easier and gives you peace of mind.***

Ideally, you will prepare both a Will and LPAs. Even if the same people are named, this log supports them in both roles. You may also be completing this with a loved one — as an attorney helping a donor, or as a prospective testator helping your family prepare and stay organised.

Why keep this log?
• It gives your executors a clear starting point and reduces delays.
• It helps attorneys support you if you ever need assistance managing your affairs.
• It reduces the risk of missing accounts, policies or valuables.

Keep it simple: record what you have, where it is, and how to access it safely. You do not need to write live passwords here — instead, note where access details are stored (for example, in a password manager with legacy access enabled).

When a section fills up, start another copy. If you create a new one, please remember to destroy the old one securely. Update this log after any major change (new account, move home, policy changes). Tell your executors or attorneys where this log is kept.

Terminology (for clarity):
• Testator — the person making the Will. This log is written primarily for them.
• Donor — the person who makes a Lasting Power of Attorney to give powers to their attorneys.

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# Guidance

This log is designed to make life easier for your executors (after death) and your attorneys (if you ever lose capacity). It works best when kept up to date and used consistently.

**One log or two?**
If you are a couple, you may wonder whether to share one log or each keep your own. Though you can share one log and simply note which assets belong to whom, it is generally clearer and more practical to have a log each. Here’s why:

* **Executors’ perspective**: Executors deal with estates individually. A log for each person avoids confusion and makes it easier for them to focus only on the estate they are administering.
* **Attorneys’ perspective**: Attorneys act only for the donor who appointed them. Separate logs keep things clean and reduce the risk of attorneys handling information that does not apply to their role.
* **Practical / life admin perspective**: Some assets (like pensions, bank accounts, and investments) are always individual. Household bills and joint accounts can be duplicated across both logs for simplicity.

That said, this is your log to use as you please. If you prefer to keep one joint log, that’s fine — just make ownership clear in the notes.

**Golden rules**

* Keep the log **up to date** — update after any big change, such as moving house, switching banks, or changing insurance.
* Use the last row of each table as **“Continued”** if you run out of space, then start again on an overflow page or add a fresh copy.
* Be clear and consistent. Write names in full, avoid abbreviations that others may not understand, and update entries whenever circumstances change.
* **Safety first:** This log contains sensitive information. Do not record live passwords. Instead, note where access details are stored securely (for example, in a password manager with legacy access enabled). Store this log securely and only share it with people you trust. Keep security at the front of your mind whenever you update or store this document.

# Property

List all properties you own, part-own, or have a beneficial interest in. Include the full address, Land Registry title number (if known), and whether it is mortgaged or owned outright. Executors will need this for probate, and attorneys may need it to manage or sell the property. For a very small fee, a copy of the Land Registry entry can be obtained either directly from the Land Registry office or through Fern Wills & LPAs.

Note how you own the property — whether solely, as joint tenants (JT), or as tenants in common (TIC). If you’re unsure whether your property has had a severance of tenancy or how it is currently held, you can check the plain-English guide on the Fern Wills & LPAs website, or simply contact us and we’ll guide you.

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| --- | --- | --- | --- | --- | --- |
| **Address / Property** | **Title Ref** | **Ownership** | **Mortgage & Amount** | **Approx Value** | **Notes / Contact** |
| *123 High Street, Rugby CV21 4AB* | *AB123456* | *T.I.C (50/50)* | *Halifax £250,000* | *£500,000* | 1. *Main residence*
2. *Buy-to-let property*
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# Bank Accounts

Record each bank, account type, and the last four digits of the account number. Include joint accounts separately. Approximate balances are optional but helpful. Executors will need to know which banks to contact and where funds are held.

Please remember: without a Lasting Power of Attorney in place, both sole and joint bank accounts can be frozen if you lose capacity.

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| --- | --- | --- | --- | --- | --- |
| **Bank** | **Account Type** | **Ref / Last 4 Digits** | **Ownership** | **Balance approx. (optional)** | **Notes / Contact** |
| *Barclays Bank* | *Current* | *1234* | *Joint with spouse* | *£2,500* | 1. *Used for everyday Spending*
2. *Used for holiday spending*
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# Savings

Record details of any savings accounts, ISAs, or premium bonds. Include the provider, account type, and last four digits of the account number. Approximate balances are optional but can be useful for your executors and attorneys. Keep original statements safe and up to date

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| --- | --- | --- | --- | --- | --- |
| **Bank** | **Account Type** | **Ref / Last 4 Digits** | **Account Holders** | **Balance approx. (optional)** | **Notes / Contact** |
| *NS&I* | *Premium Bonds* | *Bond Holder No. 123456789* | *Sole account* | *Balance approx. £10,000* | *Statements kept in blue folder, study cabinet.* |
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# Investments

Include details of any investment platforms (e.g. Hargreaves Lansdown, Fidelity), shareholdings, or bonds. Executors will need to know who to contact to obtain valuations for probate. Attorneys may need to provide evidence of holdings if they are managing your affairs.

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| --- | --- | --- | --- | --- | --- |
| **Bank** | **Account Type** | **Ref / Last 4 Digits** | **Account Holders** | **Balance approx.**  | **Notes / Contact** |
| *Hargreaves Lansdown* | *Stocks & Shares ISA* | *Ref 567890* | *Sole*  | *£15,000* | *Contact adviser John Smith for details.* |
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# Pensions

Record each pension you hold, whether workplace or private. Note the provider, policy or reference number (if known), and whether it is defined contribution (DC), defined benefit/final salary (DB), or state pension. Executors may need these details to help claim any death benefits, while attorneys may need them to manage contributions or drawdowns if you lose capacity. Check regularly that your nominations are up to date, as pensions are usually paid to named beneficiaries rather than through your Will. If you are unsure of the type of pension or provider, check payslips, annual statements, or HMRC records.

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| --- | --- | --- | --- | --- | --- |
| **Provider** | **Type** | **Policy Ref** | **Account Holders** | **Value** | **Nominee / Notes** |
| *ABC Pensions* | *DC* | *123456* |  | *J.Bloggs* | Workplace pension via XYZ Ltd |
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# Life Insurance

Record any life insurance policies you hold, whether individual or workplace-related. Include the provider, policy reference, type of cover, and the named beneficiaries. Executors will need this information when managing your estate. Attorneys may also need to liaise with providers if premiums must be maintained. It’s good practice to review your beneficiary nominations regularly to ensure they reflect your wishes.

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| --- | --- | --- | --- | --- | --- |
| **Provider** | **Type** | **Policy Ref** | **Insured Person** | **Value** | **Nominee/ Notes / Contact** |
| *ABC Life* | *Term* | *98765* | *J. Bloggs* | *£100,000* | *Spouse (check nomination up to date)* |
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# Employment & Income

nclude details of salary, share schemes, bonuses, dividends, or other employment-related income. Executors will need this information to complete your final income tax return. Attorneys may need it to manage ongoing payments or ensure that contributions and benefits are handled correctly. If you receive other forms of work-related income (such as redundancy payments, profit share, or director’s dividends), note them here.

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| **Employer** | **Income Source** | **Ref / Payroll No.** | **Value / Shares** | **Notes / Contact** | **Adviser** |
| *Xyz Ltd* | *Salary & Sharesave scheme* | *9876* | *£35k Salary + Share Save* | *Pay slips in blue folder* | *HR Dept* |
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# Business Interests

Record any interests you hold in a business, whether as a sole trader, partner in a partnership, or shareholder/director in a company. Executors may need this to manage or value the business for probate, and attorneys may need it to keep the business running if you lose capacity.

Include the business name and type, your role or shareholding, approximate value or percentage, and any key documents (such as partnership or shareholders’ agreements) with their location. Also note useful contacts, such as co-owners, accountants, or advisers. If you have more detailed notes, you can create an appendix to this log for supporting information (such as accounts, valuations, or copies of agreements), while keeping this page as a clear summary

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| Business Name | Type | Ownership  | Value | Notes | Adviser / Contact |
| CC Consulting Ltd | Ltd Co. Director | 50% | £50,000 Shareholding | Shareholders' agreement in the office safe  | Accountant: Beagles Ltd |
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# Trust Interests

Record any trusts from which you benefit (as a beneficiary) or in which you hold a role (such as trustee). Include the trust name, type (for example, discretionary, life interest), date of establishment if known, and any reference numbers. Executors and attorneys may need to contact trustees to understand your entitlement or responsibilities.

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| --- | --- | --- | --- | --- | --- |
| Trust Name | Type | Role/ Share | UTR Ref  | Contacts | Note |
| Green Family Trust | Discretionary | Beneficiary 10% | 56789 | J. Smith (Trustee) | Annual distribution |
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# Vehicles

List all cars, motorbikes, caravans, or motorhomes you own or part-own. Include make, model, registration number, and whether insured. Executors will need to dispose of or transfer ownership.

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| **Make/Model** | **Reg** | **Type** | **Owner** | **Value** | **Notes / Insurance** |
| *Audi/ A6* | *FR31 WLS* | *Car* | *Chris* | *£5,000* | *Insured with XYZ, keep in the garage* |
| *Swift Sprite* | *N/A* | *Caravan* | *Chris* | *£15,000* | *Stored at Leisure Best Caravans* |
| *Ifor Williams* | *N/A* | *Trailer* | *Chris* | *£3,500* | *Covered motorbike trailer, insured with ABC* |
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# Valuable Items

Valuable items may include **jewellery, watches, antiques, artworks, ornaments, collections, or other high-value possessions**. These should be notified to your home insurer so that they are adequately covered. Executors will need to know whether these are specifically mentioned in your Will or Letter of Wishes, or whether they should be treated as part of your general estate. It can also help to note any valuations, certificates of authenticity, or where these are stored.

**Important:** Ensure that all items of significant value are clearly referenced in your Will or supported by a Letter of Wishes, and that they are adequately insured. Fern Wills & LPAs can also arrange secure storage for items of high value if required.

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| **Item** | **Description** | **Ownership** | **Value** | **Storage / Insurance** | **Notes** |
| *Rolex Watch* | *Stainless steel Submariner, purchased 2015* | *Sole* | *£7,000* | *Home safe, insured with a household policy* | *Mentioned in Will (gifted to son)* |
| *Antique Table* | *Georgian mahogany dining table, family heirloom* | *Joint* | *£3,000* | *Dining room, listed separately with insurer* | *Valuation kept with the insurance file* |
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# Valuable Items (Continued)

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| **Item** | **Description** | **Ownership** | **Value** | **Storage / Insurance** | **Notes** |
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# Debts & Liabilities

Executors must settle all debts before distributing an estate. This includes **mortgages, loans, credit cards, store cards, hire purchase agreements, and other liabilities**. Attorneys may also need to manage repayments if you lose capacity. Recording these clearly helps avoid delays, missed payments, or unnecessary interest charges.

**Tip:** Note whether repayments are made by direct debit, standing order, or manually. Where possible, include contact details for lenders, and keep statements filed safely. **Note**: amounts vary monthly; therefore, figures are indicative only.

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| **Creditor** | **Type** | **Ref / Account No.** | **Balance** | **Repayment Terms** | **Notes** |
| Halifax | Mortgage | 567468 | £120,000 | £850/m 15yrs left | Secured on 123 High Street |
| Barclaycard | Credit Card | 8765 9686 | £2,400 | Min £50 monthly | Statements in the Blue folder in the office |
| Audi Finance | HP Loan | HP/12345 | £8,000 | £275 a month expires Oct 2027 | Linked to Audi (LS56 XZB) |
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# Debts & Liabilities (Continued)

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| **Creditor** | **Type** | **Ref / Account No.** | **Balance** | **Repayment Terms** | **Notes** |
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# Utilities & Household Services

Include gas, electricity, water, broadband, and similar household services. Executors and attorneys will need to know what to cancel or transfer.

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| --- | --- | --- | --- | --- | --- |
| **Provider** | **Service** | **Account Ref** | **Payment Method** | **Notes / Contact** | **Status** |
| *Eon* | *Gas & Electric* | *A12345* | *DD Month* | *Online account in J.Bloggs' name* | *Active* |
| *Market Harborough Council* | *Council Tax* | *CT-2987-123* | *DD Month* | *Property: 11 Wakefield Drive* | *Active* |
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# Utilities & Household Services (Continued)

Include gas, electricity, water, broadband, and similar household services. Executors and attorneys will need to know what to cancel or transfer.

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| **Provider** | **Service** | **Account Ref** | **Payment Method** | **Notes / Contact** | **Status** |
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# Subscriptions & Memberships

Subscriptions and memberships can range from **magazines, clubs, gyms, and professional bodies to online services like Netflix or Amazon Prime**. Executors will need to cancel or transfer these after death, and attorneys may need to decide whether to maintain or suspend them if you lose capacity.

**Tip:** Include both personal and professional memberships. Many organisations require formal notification on death, and some may provide benefits such as life cover or bereavement support.

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| --- | --- | --- | --- | --- | --- |
| **Provider** | **Type** | **Membership**  | **Renewal**  | **Notes / Contact** | **Status** |
| *National Will Safe* | *Professional Will Storage* | *Bloggs 087* | *18.01.2026* |

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| *Wills, LOW & LPA Contact Fern Wills 07500 866123* |

 | *Active* |
| *National Trust* | *Membership* | *NT-123456* | *01.04.26* | *Family Membership* | *Active* |
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# Subscriptions & Memberships (continued)

Subscriptions and memberships can range from **magazines, clubs, gyms, and professional bodies to online services like Netflix or Amazon Prime**. Executors will need to cancel or transfer these after death, and attorneys may need to decide whether to maintain or suspend them if you lose capacity.

**Tip:** Include both personal and professional memberships. Many organisations require formal notification on death, and some may provide benefits such as life cover or bereavement support.

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| --- | --- | --- | --- | --- | --- |
| Provider | Type | Membership  |  Date | Notes / Contact | Status |
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# Rewards & Loyalty Points

Many people forget about **air miles, supermarket points, hotel loyalty schemes, or credit card reward balances**. These can sometimes be transferred or redeemed after death, but rules vary. Executors should know account numbers and whether schemes allow transfers. Attorneys may also need to manage or redeem them to avoid losing value.

**Tip:** Always check the scheme’s terms and conditions. Some providers allow points to be transferred to family, while others cancel them on death.

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| --- | --- | --- | --- | --- | --- |
| **Scheme** | **Membership**  | **Balance** | **Transferable?** | **Notes** | **Contact** |
| *Tesco Club Card* | *124 56463 937* | *12,500pts* | *Yes (Spouse)* | *Vouchers are sent quarterly by email* | *Customer services* |
| *Hilton Honors* | *HH-112233* | *25,000 pts* | *Yes (executor request)* |

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| *Check the terms for the transfer fee* |

 | *Hilton Honours desk* |
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# Rewards & Loyalty Points Continued)

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| **Scheme** | **Membership**  | **Balance** | **Transferable?** | **Notes** | **Contact** |
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# Digital Accounts

Digital accounts may include email, cloud storage, online banking, shopping, or social media platforms. Executors or attorneys may need to close, memorialise, or transfer these accounts. Never record live passwords in this log. Instead, note where login details are stored securely (for example, in a password manager with legacy access enabled, or in sealed instructions kept safely with your Will). Some providers also allow you to set “legacy contacts” or account transfer options — it’s wise to check and update these regularly.

Examples: Gmail, Outlook, iCloud, Dropbox, Google Drive, Facebook, Instagram, LinkedIn, Amazon, eBay, Monzo, Starling, Netflix, Spotify.

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| --- | --- | --- | --- | --- | --- |
| **Provider** | **Account Type** | **Username / Ref** | **Access Method** | **Legacy Settings** | **Notes** |
| Google | Gmail (Email) | cjwfern@gmail.co.com | Password manager (1Password) | 2FA via Authy | Inactive Account Manager enabled (notify spouse; share Gmail/Drive after 6 months) | Recovery codes in home safe; executor aware |
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# Digital Accounts (Continued)

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| **Provider** | **Account Type** | **Username / Ref** | **Access Method** | **Legacy Settings** | **Notes** |
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# Digital Accounts (Continued)

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| **Provider** | **Account Type** | **Username / Ref** | **Access Method** | **Legacy Settings** | **Notes** |
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# Benefits & Entitlements

Record any state benefits, allowances, or entitlements you receive, such as pensions, tax credits, or disability benefits. Executors will need these details to notify the relevant departments after death, and attorneys may need them to ensure payments continue correctly if you lose capacity. Include reference numbers and note how payments are received (for example, into a specific bank account).

Tip: You can usually find these details on recent DWP or HMRC letters, benefit statements, or by checking your online Government Gateway account.

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| --- | --- | --- | --- | --- | --- |
| **Provider** | **Benefit Type** | **Ref / NI No.** | **Value** | **Notes / Contact** | **Status** |
| *DWP* | *State Pension* | *NI. CW866123* | *£220 weekly* | *Paid to Barclays acc. Ends on death.* | *Active* |
| *HMRC* | *Child Benefit* | *CNB 07500* | *£94 4 Weekly* | *Paid into a joint account, spouse is the claimant* | *Active* |
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# Key Contacts & Advisers

Executors and attorneys will often need to consult professional advisers such as your accountant, financial adviser, or probate support provider. Recording these details here saves time and ensures your representatives can contact the right people quickly. Include names, firms, and up-to-date contact details.

If you don’t currently have a key contact or adviser, see the Advisers page on our website or call Fern Wills & LPAs, and we’ll be happy to put you in touch with the right person.

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Role** | **Firm / Organisation** | **Phone / Email** | **Notes** | **Status** |
| *Chris Watts*  | *Probate & Executor Support* | *Fern Wills & LPAs*  | *07500 866123 / info@fernwills.com* | *Guidance on probate and estate administration* | *Active* |
| *Frank Shares* | *IFA* | *Shares & Partners Ltd* | *01827 445566 / frank@sharespartners.co.uk* | *investment, pension, and retirement planning*  | *Active* |
| *John Brown* | *Accountant* | *ABC Accounts Ltd* | *01788 654321 / penny@ledgerandco.co.uk* | *annual accounts and tax returns* | *Active* |
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# Key Contacts & Advisers (Continued)

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| **Name** | **Role** | **Firm / Organisation** | **Phone / Email** | **Notes** | **Status** |
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# Important documents

Executors and attorneys must have quick access to originals, such as your Wills, Letters of Wishes, and Lasting Powers of Attorney. These documents are often essential for probate or for attorneys acting under an LPA. Professional storage can be arranged for all of these documents, ensuring they are kept safe and accessible when needed.

Other important documents include your birth certificate, marriage certificate, house deeds, life insurance policies, vehicle V5 logbooks, and pension statements. Clearly recording their location will save your executors and attorneys valuable time and prevent delays.

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| --- | --- | --- | --- | --- | --- |
| **Document** | **Location** | **Date** | **Notes** | **Executor / Attorney Aware?** | **Contact** |
| *Will, LPAs, Letter of Wishes* | *Stored with National Will Safe via Fern Wills & LPAs* | *2013* | *Originals held in secure storage; copies in green folder in study* | *Yes, certified’ copies sent to each* | *chris@fernwills.co* |
| *House Deeds* | *Blue folder in study.* | *2019* | *Copy only; originals with Land Registry* | *Yes* | *HM Land Registry (Gloucester)* |
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# Important documents (Continued)

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| --- | --- | --- | --- | --- | --- |
| **Document** | **Location** | **Date** | **Notes** | **Executor / Attorney Aware?** | **Contact** |
| *All other important documents* | *In a folder in the study cabinet* | *2013* | *Kept in coloured folders* | *Yes, John helped to organise them* | *John Bloggs. 07500 866123* |
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# Miscellaneous

Use this section for anything not already covered elsewhere in the log. Executors and attorneys will value any additional notes, references, or instructions that save them time searching. This might include details of personal arrangements, private loans, safe deposit boxes, or any other matters unique to your circumstances.

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| --- | --- | --- | --- | --- | --- |
| Item | Description | Location | Value | Notes | Contact |
| Safe Deposit Box  | Box held at Stonewall security, Rugby branch | Key in the top drawer of the study desk | N/A | Contains family jewelry not listed individually | Clare Louise Randall. Mobile (24‑hour): 07910 561 432 |
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# Overflow

The Overflow section is for any information that did not fit in the main tables of earlier categories. Use it to continue listings without breaking the structure of your log. You should clearly note which category the entry belongs to (e.g. Bank Accounts — Continued or Vehicles — Overflow), so your executors and attorneys know where it links back.

This ensures nothing gets left out, even if a section is filled up earlier.

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# Overflow (Continued)

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• Executor Duties article — “What does an executor do in a Will and how do you choose the right one?” (fernwills.com/executor-duties)

# Sources & Further Reading

**Sources & Further Reading**

**Office of the Public Guardian (OPG) — Duties and guidance for attorneys and deputies**
<https://www.gov.uk/lasting-power-attorney-duties>

**Land Registry — Title deeds and property ownership**
https://www.gov.uk/search-property-information-land-registry

**HM Revenue & Customs (HMRC) — Guidance on pensions, tax, and allowances**
<https://www.gov.uk>

**Fern Wills & LPAs — Guidance and resources**
<https://www.fernwills.com>

**Companion Guide:** You may also find our **Attorney Spending Log** useful.

This is designed to help attorneys record payments and decisions clearly under the Mental Capacity Act 2005.

# Thank You / Closing Note

Congratulations on preparing your Assets Log.

Even if it isn’t completely filled in yet, every detail you record here is a gift to your executors and attorneys. You’re reducing stress, avoiding delays, and making sure nothing important is missed.

Think of this as a living document — keep it safe, update it when things change, and it will remain one of the most valuable tools your family could ever need.

If you’d like extra copies or help with Wills, LPAs, or secure storage of your documents, we’re here to support you. Additional copies of this log can be downloaded free from our website or requested by email. Printed and bound copies are available for **£25**.

**Companion Guide:** You may also find our **Attorney Spending Log** helpful. This is designed to help attorneys record payments and decisions clearly under the Mental Capacity Act 2005.

**Fern Wills & LPAs — here to support you:**
📞 07500 866123
📧 info@fernwills.com
🌐 [www.fernwills.com](https://www.fernwills.com)

