

# Important Documents & Asset Locator Index

## How to Use This Template

### Download, print, or complete digitally

Save the template to your device or print a copy to fill in by hand.

### Record key document locations

Fill in where important personal, legal, and financial documents are kept. Include your Will, living Will, ID, passport, marriage certificate, title deeds, and vehicle papers.

### Provide a high-level asset overview

List properties, investments, businesses, or shareholdings. Include addresses, approximate values, and bond providers where applicable.

### Document digital storage locations

If you store scanned documents on cloud services, external drives, or other digital platforms, indicate where these files are kept. Do **not** include passwords in shared copies, store those securely elsewhere.

### Include safe or lockbox information

Note the location of any safes or lockboxes, and where spare keys or combinations are recorded. **Do not write actual codes in copies meant for others.**

### Add notes for your executor or family

Include any extra guidance that will help trusted individuals locate documents or access assets quickly when needed.

### Store securely and share wisely

Keep the completed form in a secure place. Share it only with your executor, spouse, or other trusted persons who may need to act on your behalf.

### Update regularly

Review and update the information whenever you acquire new assets, documents, or make changes to storage locations.

#### DISCLAIMER:

This Important Documents & Asset Locator Index is provided by **Bilnor Staffing Solutions** for personal planning purposes only. It is **not a legally binding document**, and Bilnor Staffing Solutions is **not responsible for any errors, omissions, or outdated information** entered by the user. Please store this document securely and share it only with trusted individuals.

## 1. Where to Find My Key Documents

Will location:	
Living Will location:	
ID & Passport:	
Marriage certificate / divorce order:	
Title deeds:	
Vehicle registration papers:	

## 2. Asset Overview (High Level)

Properties owned (address, approximate value, bond provider):

Investments (brief list):


Businesses / shareholdings:


### 3. Digital Document Storage

If using cloud or external drives, describe where important scanned documents are stored:


### 4. Safe / Lockbox Information

Location of any safe / lockbox:


Where spare keys / combinations are recorded (do NOT write the actual code in shared copies):


## 5. Notes for Executor / Family

Any extra guidance to help them find assets and documents quickly:
