

Personal & Household Information Summary

How to Use This Template

Download or print the form

Save the template to your device or print a physical copy. You may also complete it digitally.

Fill in your personal information

Replace each prompt with your own accurate details. Ensure your contact information is current.

List household members clearly

Include names, relationships, ages, and contact numbers for everyone living in the home. This helps in emergencies or when sharing information with trusted people.

Record key service provider details

Add the essential information for electricity, water, rates, security, internet, and household help. This makes it easy for family members or caretakers to manage accounts when needed.

Document vehicle information

Include make, model, registration, finance details, and insurance policies for each vehicle. This is helpful for emergencies, renewals, or claims.

Add important home notes

Record the location of spare keys, household manuals, and any other key information.

Tip: For safety, only write alarm codes in a secure personal copy.

Store the completed form safely

Keep the form in a private but accessible place, such as a locked drawer or password-protected folder. Share it only with trusted individuals (e.g., your partner, executor, or emergency contact).

Update regularly

Review the information every 6–12 months or whenever household details change.

DISCLAIMER:

This document is for personal record-keeping only. It is **not a legally binding document**, and the accuracy of all information depends on the individual completing it. The creator of this template is **not responsible for any errors, omissions, or outdated details**. Store this document securely and share it only with trusted individuals. All information is supplied voluntarily by the individual, and **Bilnor Staffing Solutions accepts no responsibility for errors, omissions, or outdated details** contained in the completed form.

1. Personal Details

Full Name:	
ID Number:	
Date of Birth:	
Address:	
Cell:	
Email:	

2. Household Members

3. Key Household Service Providers

Electricity account details:	
Water & rates:	
Security company:	
Internet provider:	
Domestic worker details:	
Gardener details:	

4. Vehicles

Vehicle 1	Make	Model	Registration

Finance details (if any):

Insurance policy:

Vehicle 2	Make	Model	Registration

Finance details (if any):

Insurance policy:

5. Home & Household Notes

Alarm codes (write only in your private copy):	
Location of spare keys:	
Location of important household manuals:	
Additional Notes:	