

Appendix A: Asset Inventory Worksheet

The working document for Days 8 through 17, and every annual review after that.

This is the most-referenced tool in the book. Day 8 builds it. Days 11 through 14 work off it as you fund each category. Days 15 and 16 use it to verify each transfer landed. Day 18's annual review starts here. The successor trustee section in Day 21 assumes it's current.

Treat it as the source of truth for what you own and how each asset connects to your trust. Fill it out completely the first time. Update it any time something changes.

How to Use This Worksheet

Work through each category in the order presented. For each asset, capture the fields listed. If a category doesn't apply to you, skip it.

Each category has either three or five entries, sized to how many of that asset type most households have. If you have more, use the digital version.

Digital version. A Google Sheets version and a fillable PDF are available at blackhoundbooksllc.com/trust-worksheets. Visit the URL directly. The digital version has unlimited rows and is updated annually. If you'd rather not store this information in the cloud, use the fillable PDF, save it locally, and keep the file in the same secure location as your trust binder.

Worked example. A filled example from David appears at the top of each category. David is 58, divorced, with one adult daughter named Claire. He owns a primary residence and runs a single-member LLC, Hoffman Property Management. His situation isn't yours, but the level of detail he captures is the standard to match.

One reminder before you start. Some information will be missing. An account number you haven't seen in years. A beneficiary you can't remember. A deed you've never located. Write down what you know and flag the rest. Then find it before Phase 2 ends. An inventory with gaps is an inventory that fails Day 15.

Family Records

Use this section to capture the people whose status may affect your trust: spouse or partner, children, grandchildren, dependents, named beneficiaries, and anyone with special circumstances that should be raised with your attorney. This isn't a substitute for the trust document. It's the planning record that helps you keep the people side of the plan current.

Example: David's family record

Name: Claire Hoffman

Relationship: Adult daughter

Role in plan: Primary beneficiary

Minor child: ☐ Yes ☒ No

Special circumstances to discuss with attorney: None currently

Notes: Confirmed full legal name and current address before beneficiary updates

Person 1

Name: _____

Relationship: _____

Role in plan: ☐ Spouse/partner ☐ Child ☐ Grandchild ☐ Beneficiary ☐ Trustee candidate ☐ Other: _____

Minor child: ☐ Yes ☐ No

Special circumstances to discuss with attorney:

Notes: _____

Person 2

Name: _____

Relationship: _____

Role in plan: ☐ Spouse/partner ☐ Child ☐ Grandchild ☐ Beneficiary ☐ Trustee candidate ☐ Other: _____

Minor child: ☐ Yes ☐ No

Special circumstances to discuss with attorney:

Notes: _____

Person 3**Name:** _____**Relationship:** _____**Role in plan:** ☐ Spouse/partner ☐ Child ☐ Grandchild ☐ Beneficiary ☐ Trustee candidate ☐ Other: _____**Minor child:** ☐ Yes ☐ No

Special circumstances to discuss with attorney:

Notes: _____*Need more entries? Use the digital version.***Real Estate**

For each property, capture every field below. Day 11 requires the legal description and current titling exactly as they appear on the recorded deed. Approximations cause defective transfers.

Example: David's primary residence**Property address:** 218 Linden Avenue, Bryn Mawr, PA 19010 (Montgomery County)**Legal description:** Lot 7, Block 12, Linden Heights Subdivision, per recorded plat in Vol. 89, p. 142, Montgomery County Recorder of Deeds**Currently titled as:** David R. Hoffman (sole title)**Mortgage:** Yes — Wells Fargo, loan ending 6633**Use:** ☒ Primary residence ☐ Vacation ☐ Rental ☐ Raw land**Deed location:** Home safe, top shelf**Homeowner's insurance:** Allstate, policy HO-1188204**Property 1****Property address:** _____**Legal description:** _____**Currently titled as:** _____**Mortgage:** ☐ No ☐ Yes — Lender: _____**Use:** ☐ Primary residence ☐ Vacation ☐ Rental ☐ Raw land**Deed location:** _____**Homeowner's insurance:** _____

Property 2**Property address:** _____**Legal description:** _____**Currently titled as:** _____**Mortgage:** ☐ No ☐ Yes — Lender: _____**Use:** ☐ Primary residence ☐ Vacation ☐ Rental ☐ Raw land**Deed location:** _____**Homeowner's insurance:** _____**Property 3****Property address:** _____**Legal description:** _____**Currently titled as:** _____**Mortgage:** ☐ No ☐ Yes — Lender: _____**Use:** ☐ Primary residence ☐ Vacation ☐ Rental ☐ Raw land**Deed location:** _____**Homeowner's insurance:** _____*Need more entries? Use the digital version.***Bank Accounts**

Checking, savings, money market, and CDs. Account numbers can be abbreviated to the last four digits for the inventory; the institution will use the full number when retitling on Day 12.

Example: David's primary checking**Institution:** Wells Fargo**Account type:** ☒ Checking ☐ Savings ☐ Money market ☐ CD**Account (last 4):** 7219**Currently titled as:** David R. Hoffman (sole)**POD (payable-on-death) beneficiary on file:** None**Approximate balance:** \$6,400

Account 1**Institution:** _____**Account type:** ☐ Checking ☐ Savings ☐ Money market ☐ CD**Account (last 4):** _____**Currently titled as:** _____**POD beneficiary on file:** _____**Approximate balance:** \$ _____**Account 2****Institution:** _____**Account type:** ☐ Checking ☐ Savings ☐ Money market ☐ CD**Account (last 4):** _____**Currently titled as:** _____**POD beneficiary on file:** _____**Approximate balance:** \$ _____**Account 3****Institution:** _____**Account type:** ☐ Checking ☐ Savings ☐ Money market ☐ CD**Account (last 4):** _____**Currently titled as:** _____**POD beneficiary on file:** _____**Approximate balance:** \$ _____**Account 4****Institution:** _____**Account type:** ☐ Checking ☐ Savings ☐ Money market ☐ CD**Account (last 4):** _____**Currently titled as:** _____**POD beneficiary on file:** _____**Approximate balance:** \$ _____

Account 5**Institution:** _____**Account type:** ☐ Checking ☐ Savings ☐ Money market ☐ CD**Account (last 4):** _____**Currently titled as:** _____**POD beneficiary on file:** _____**Approximate balance:** \$ _____**Brokerage and Investment Accounts**

Non-retirement investment accounts. Day 12 retitles these the same way as bank accounts.

Example: David's Vanguard brokerage**Institution:** Vanguard**Account type:** ☒ Individual ☐ Joint ☐ TOD ☐ Other**Account (last 4):** 2058**Currently titled or registered as:** David R. Hoffman**TOD (transfer-on-death) beneficiary on file:** Claire Hoffman**Approximate value:** \$112,000**Account 1****Institution:** _____**Account type:** ☐ Individual ☐ Joint ☐ TOD ☐ Other: _____**Account (last 4):** _____**Currently titled or registered as:** _____**TOD beneficiary on file:** _____**Approximate value:** \$ _____

Account 2**Institution:** _____**Account type:** ☐ Individual ☐ Joint ☐ TOD ☐ Other: _____**Account (last 4):** _____**Currently titled or registered as:** _____**TOD beneficiary on file:** _____**Approximate value:** \$ _____**Account 3****Institution:** _____**Account type:** ☐ Individual ☐ Joint ☐ TOD ☐ Other: _____**Account (last 4):** _____**Currently titled or registered as:** _____**TOD beneficiary on file:** _____**Approximate value:** \$ _____*Need more entries? Use the digital version.*

Retirement Accounts

Retirement accounts don't get retitled into the trust. They connect through beneficiary designations. Naming the trust as beneficiary of a retirement account introduces tax complexity that should be reviewed with a professional before doing so. The goal today is to capture what's on file.

Example: David's 401(k)**Institution and account type:** Fidelity, 401(k) (current employer)**Account (last 4):** 9911**Primary beneficiary on file:** David's ex-wife (full legal name on form)**Contingent beneficiary on file:** None**Date designation was last updated:** 2019**Approximate value:** \$385,000

Note: David captured what was actually on file, not what he thought was on file. This is the entry that will trigger an action on his funding tracker (Appendix B) and eventually catch a major problem on his verification pass. Capture the truth here, not the intention.

Account 1**Institution and account type:** _____**Account (last 4):** _____**Primary beneficiary on file:** _____**Contingent beneficiary on file:** _____**Date designation was last updated:** _____**Approximate value:** \$ _____**Account 2****Institution and account type:** _____**Account (last 4):** _____**Primary beneficiary on file:** _____**Contingent beneficiary on file:** _____**Date designation was last updated:** _____**Approximate value:** \$ _____**Account 3****Institution and account type:** _____**Account (last 4):** _____**Primary beneficiary on file:** _____**Contingent beneficiary on file:** _____**Date designation was last updated:** _____**Approximate value:** \$ _____**Account 4****Institution and account type:** _____**Account (last 4):** _____**Primary beneficiary on file:** _____**Contingent beneficiary on file:** _____**Date designation was last updated:** _____**Approximate value:** \$ _____

Account 5**Institution and account type:** _____**Account (last 4):** _____**Primary beneficiary on file:** _____**Contingent beneficiary on file:** _____**Date designation was last updated:** _____**Approximate value:** \$ _____**Life Insurance**

Like retirement accounts, life insurance connects through beneficiary designations rather than ownership transfer. The policy stays in your name. Day 13 handles any designation changes.

Example: David's term life policy**Insurance company:** Northwestern Mutual**Policy type:** ☒ Term ☐ Whole ☐ Universal ☐ Other**Policy number:** NW-44182266**Primary beneficiary on file:** Claire Hoffman (100%)**Contingent beneficiary on file:** None**Death benefit:** \$500,000**Cash value:** None (term policy)**Policy 1****Insurance company:** _____**Policy type:** ☐ Term ☐ Whole ☐ Universal ☐ Other: _____**Policy number:** _____**Primary beneficiary on file:** _____**Contingent beneficiary on file:** _____**Death benefit:** \$ _____**Cash value (if any):** \$ _____

Policy 2**Insurance company:** _____**Policy type:** ☐ Term ☐ Whole ☐ Universal ☐ Other: _____**Policy number:** _____**Primary beneficiary on file:** _____**Contingent beneficiary on file:** _____**Death benefit:** \$ _____**Cash value (if any):** \$ _____**Policy 3****Insurance company:** _____**Policy type:** ☐ Term ☐ Whole ☐ Universal ☐ Other: _____**Policy number:** _____**Primary beneficiary on file:** _____**Contingent beneficiary on file:** _____**Death benefit:** \$ _____**Cash value (if any):** \$ _____*Need more entries? Use the digital version.***Business Interests**

LLC interests, partnerships, S-corp shares, and sole proprietorships. Transfer rules vary based on the operating agreement and state law, so capture the governing documents now. Day 14 handles the actual transfer work.

Example: David's single-member LLC**Business name and type:** Hoffman Property Management LLC (Pennsylvania LLC, single-member)**Ownership percentage:** 100%**Operating agreement exists:** ☒ Yes ☐ No**Agreement addresses transfer to a trust:** ☐ Yes ☒ No (silent: no prohibition, no consent requirement) ☐ Unknown**Co-owners or partners:** None**Location of governing documents:** Filing cabinet, home office (original drafted via online service); copy in home safe

Business 1**Business name and type:** _____**Ownership percentage:** _____%**Operating agreement exists:** ☐ Yes ☐ No**Agreement addresses transfer:** ☐ Yes ☐ No ☐ Unknown**Co-owners or partners:** _____**Location of governing documents:** _____**Business 2****Business name and type:** _____**Ownership percentage:** _____%**Operating agreement exists:** ☐ Yes ☐ No**Agreement addresses transfer:** ☐ Yes ☐ No ☐ Unknown**Co-owners or partners:** _____**Location of governing documents:** _____**Business 3****Business name and type:** _____**Ownership percentage:** _____%**Operating agreement exists:** ☐ Yes ☐ No**Agreement addresses transfer:** ☐ Yes ☐ No ☐ Unknown**Co-owners or partners:** _____**Location of governing documents:** _____*Need more entries? Use the digital version.*

High-Value Personal Property

Vehicles, jewelry, art, collectibles, firearms, and anything else with significant financial or sentimental value. Most personal property transfers through a general assignment document on Day 14, but high-value items deserve their own line.

Example: David's restored collector vehicle

Item description: 1967 Ford Mustang coupe, restored, VIN 7R01C123456

Approximate value: \$42,000

Location: Home garage

Title or certificate exists: ☒ Yes — Pennsylvania DMV

Insured separately: ☒ Yes — Hagerty collector vehicle policy

Item 1

Item description: _____

Approximate value: \$ _____

Location: _____

Title or certificate exists: ☐ Yes ☐ No

Insured separately: ☐ Yes — Insurer: _____ ☐ No

Item 2

Item description: _____

Approximate value: \$ _____

Location: _____

Title or certificate exists: ☐ Yes ☐ No

Insured separately: ☐ Yes — Insurer: _____ ☐ No

Item 3

Item description: _____

Approximate value: \$ _____

Location: _____

Title or certificate exists: ☐ Yes ☐ No

Insured separately: ☐ Yes — Insurer: _____ ☐ No

Item 4**Item description:** _____**Approximate value:** \$ _____**Location:** _____**Title or certificate exists:** ☐ Yes ☐ No**Insured separately:** ☐ Yes — Insurer: _____ ☐ No**Item 5****Item description:** _____**Approximate value:** \$ _____**Location:** _____**Title or certificate exists:** ☐ Yes ☐ No**Insured separately:** ☐ Yes — Insurer: _____ ☐ No

Digital Assets

Digital assets don't transfer as cleanly as real estate or bank accounts. Ownership, access, and control may depend on state law, the account provider's terms of service, and whether your estate plan gives your fiduciary clear authority. Most states have adopted a version of RUFADAA, the Revised Uniform Fiduciary Access to Digital Assets Act, which gives your trustee or executor a legal path to request access to your digital accounts. Even so, that path only works if your trustee knows what exists and where to begin. Capture the asset, the platform, and the secure location of access instructions. Do not record passwords, seed phrases, or private keys here.

Example: David's Coinbase account and Bitcoin holdings

Type: ☒ Online exchange ☐ Online bank/brokerage ☐ Self-custody crypto wallet ☐ Subscription/loyalty ☐ Other

Platform or institution: Coinbase**Username or login email:** dhoffman58@example.com**Access instructions stored in:** Bitwarden emergency access; backup instructions in Tab 9**Secure recovery instructions stored in (self-custody crypto only):** N/A (custodial)**Approximate value:** \$11,200

Asset 1

Type: ☐ Online exchange ☐ Online bank/brokerage ☐ Self-custody crypto wallet ☐ Subscription/loyalty ☐ Other: _____

Platform or institution: _____

Username or login email: _____

Access instructions stored in: _____

Secure recovery instructions stored in (self-custody only): _____

Approximate value: \$ _____

Asset 2

Type: ☐ Online exchange ☐ Online bank/brokerage ☐ Self-custody crypto wallet ☐ Subscription/loyalty ☐ Other: _____

Platform or institution: _____

Username or login email: _____

Access instructions stored in: _____

Secure recovery instructions stored in (self-custody only): _____

Approximate value: \$ _____

Asset 3

Type: ☐ Online exchange ☐ Online bank/brokerage ☐ Self-custody crypto wallet ☐ Subscription/loyalty ☐ Other: _____

Platform or institution: _____

Username or login email: _____

Access instructions stored in: _____

Secure recovery instructions stored in (self-custody only): _____

Approximate value: \$ _____

Asset 4

Type: ☐ Online exchange ☐ Online bank/brokerage ☐ Self-custody crypto wallet ☐ Subscription/loyalty ☐ Other: _____

Platform or institution: _____

Username or login email: _____

Access instructions stored in: _____

Secure recovery instructions stored in (self-custody only): _____

Approximate value: \$ _____

Asset 5

Type: ☐ Online exchange ☐ Online bank/brokerage ☐ Self-custody crypto wallet ☐ Subscription/loyalty ☐ Other: _____

Platform or institution: _____

Username or login email: _____

Access instructions stored in: _____

Secure recovery instructions stored in (self-custody only): _____

Approximate value: \$ _____

Security note. Do not write seed phrases, private keys, passwords, or backup codes on this worksheet or on the Successor Trustee Reference Card. Record only where the access instructions are stored. For example: "sealed envelope, home safe" or "safe deposit box, Wells Fargo branch, Bryn Mawr." Avoid storing seed phrases in a password manager or cloud-based system. See Day 17 for the full digital backup architecture.

When the Inventory Is Complete

When every category that applies to you has been worked through, this worksheet becomes Tab 8 of your trust binder (Day 17). Update it any time an asset is added, sold, retitled, or has its beneficiary changed.

The annual review on Day 18 starts here. Pull this sheet, work through each line, and ask the same two questions per asset: *does it still exist in the same form, and is it still properly titled or designated?*

That's the discipline that keeps the trust from drifting.