



215 Wayles Lane Suite 125
Charlottesville, Virginia 22911
Phone: 434-817-4001
www.vawills.com

Confidential Estate Planning Information

Name: _____

Date: _____

Before you begin:

This questionnaire has been designed to help you, not frustrate you. Complete it as best you can and bring it with you to your first meeting at our office. Do not spend an inordinate amount of time on it, and do not be concerned if you are unable to provide all the financial information we request on the form. Please know that all information you provide on this questionnaire will be held in strict confidence by the attorneys at Virginia Wills, Trusts & Estates PLC.

Directions to our Pantops office:

From I-64: Take I-64 to Exit 124, which is the Pantops / Route 250 entrance into Charlottesville. At the bottom of the exit ramp, go west towards Charlottesville. About 8/10ths of a mile from the exit, turn left on State Farm Boulevard. There is a stop light and two left turn lanes. Take the first left onto Isham Avenue. We are in the first building on your left, and we are in the first suite of offices on the left as you enter the building.

From Charlottesville: Take the Route 250 By-Pass (East) to the top of Pantops Mountain. About 1/10th of a mile after you crest the hill, turn right onto State Farm Boulevard (immediately after the DMV office.) Take your first left onto Isham Avenue. We are in the first building on your left, and we are in the first suite of offices on the left as you enter the building.

I. CLIENT CONTACT INFORMATION

Home Address Street: _____
City: _____ State: _____ Zip: _____

Your residence is located in which city or county? _____

Who referred you to this law firm? _____

Signature of person who completed this questionnaire: _____

How would you prefer to receive first drafts of estate planning documents?

- In a PDF/scan via e-mail Paper copies via US mail Via both email and US mail

Husband

Wife

Full Legal Name	_____	_____
Formal Name**	_____	_____
Date of Birth	_____	_____
Preferred Phone	_____	_____
Occupation	_____	_____
Employer	_____	_____
E-Mail Address	_____	_____

Please indicate the year of your marriage _____

** Your name as you would like it to appear on your estate planning documents.

II. YOUR CHILDREN

Formal Name	Date of Birth	Parent ¹	City of Residence

¹ **J** (Joint); **H** (Husband); **W** (Wife)

III. YOUR FINANCIAL SUMMARY

Please use estimated current fair market values.

ASSETS	Jointly Titled	Husband's Name	Wife's Name
Primary Residence			
Second Residence**			
Other Real Estate**			
Cash & Equivalents ¹			
Marketable Securities ²			
Business Interests ³			
Partnerships & LLC ⁴			
Retirement Accounts ⁵			
Annuities			
Tangibles ⁶			
Total Death Benefit from all Life Insurance ⁷			
Other Valuable Assets ⁸			
TOTAL ASSETS			
Estimated Inheritance			
LIABILITIES			
Mortgage, Residence			
Mortgage, 2 nd Residence			
Other Debts			
TOTAL DEBTS			
NET WORTH			

** Please indicate location(s) of your second residence or other real estate on last page of questionnaire.

¹ Checking, savings, money market accounts, certificates of deposit, etc.

² Stocks, bonds, mutual funds, real estate investment trusts, and limited partnerships that are publicly traded.

³ Businesses in which you actively participate.

⁴ Partnerships and LLC interests which are not publicly traded.

⁵ Retirement benefits provided through an employer such as a 401-k, IRA's, TIAA-CREF, etc.

⁶ Automobiles, furnishings, jewelry, furs, and collections, e.g., a coin or art collection.

⁷ Please insert the total insurance proceeds from the "Death Benefit" line of Section IV, next page.

⁸ Any other valuable assets not listed above.

IV. YOUR LIFE INSURANCE

	Policy 1	Policy 2	Policy 3	Policy 4
Insured¹				
Owner²				
Company				
Type³				
Policy Number				
Beneficiary⁴				
Death Benefit				
Cash Value				

¹ **H** (husband); **W** (Wife)

² **H** (husband); **W** (Wife)

³ **P** (permanent); **T** (term); **G** (group term)

⁴ **H** (husband); **W** (Wife)

V. YOUR PROFESSIONAL ADVISORS

Accountant	
Investment Advisor / Financial Planner	
Life Insurance Agent	
Family Doctor	
Other	

Would you like us to send your family doctor a copy of any advance medical directive you may sign? _____

Would you like us to send copies of any estate planning documents you may sign to your investment advisor? _____

If yes, please include addresses in the space below:

VI. THE KEY PEOPLE IN YOUR ESTATE PLAN

When we meet, we will discuss the appropriate choices for executor, trustee, and other agents under your estate planning documents. Your ultimate selections will be among the most critical decisions you will make in your estate planning. We believe a helpful starting point for our discussion will be your initial inclinations as to the persons who might fill these roles. While spouses do not necessarily have to choose the same persons, it is preferable in most cases. In those situations where you wish to make different choices, sufficient space has been left in the table below for this purpose. Please include a current address for the persons you select.

	1 st Choice	2 nd Choice	3 rd Choice
Executor(s)¹			
Trustee(s)²			
Agent(s) under Financial Power of Attorney³			
Agent(s) under Medical Power of Attorney⁴			
Guardian(s) for your Minor Children⁵			

¹ Someone to settle your estate upon your death. This can be your spouse, adult children, other family members, trusted friends or a professional executor, such as an attorney or a bank.

² Someone to administer any trusts you may establish during your life or upon your death. This can be your spouse, adult children, other family members, trusted friends or a professional trustee, such as an attorney or bank.

³ Someone to handle your financial and administrative affairs for you if you become incapacitated.

⁴ Someone to make health and medical treatment decisions for you if you become incapacitated.

⁵ Someone to raise your children if both Husband and Wife die while any child is under 18.

VII. QUESTIONS FOR YOU

#	Question	Yes	No
1	Has either Husband or Wife been previously married? ¹		
2	Has either Husband or Wife signed a pre-marital or post-marital agreement?		
3	Is either Husband or Wife citizens of a country other than the United States?		
4	Are any of your children adopted?		
5	Do you have a deceased child?		
6	Do you have any beneficiaries with physical or mental disabilities?		
7	Do you own assets jointly with any person other than your spouse? ²		
8	Do you own an interest in a closely held business? ³		
9	Are you the beneficiary of a trust created by someone else?		
10	Do you have any existing wills, trusts, or other estate planning documents?		
11	Have you ever lived in a community property state?		
12	Do you own real property outside Virginia?		
13	Have you made gifts in excess of \$10,000 in value to any one person in any single year? ⁴		
14	Are you interested in making charitable gifts at death?		
15	Do you anticipate any significant change in assets, liabilities or income in the next few years? ⁵		
16	Are you concerned about the safety of any adult beneficiary's inheritance due to the beneficiary's serious marital or financial instability?		
17	Do you own any insurance on the life of another person?		
18	Is there any person who is financially dependent upon you other than your minor children?		
19	Do you or any family member have any significant health issues or disabilities?		
20	If you are ever in a terminal condition, should artificially administered hydration and nutrition be utilized to prolong your life? Mark Yes if you are not sure.		
21	Is there any additional information or concerns about which you think your attorney should know? If so, please explain on the following page.		

¹ If yes, please indicate on the following page how the marriage ended, whether any children were born of the marriage, and if the marriage ended by divorce, whether there are any current obligations to pay child support, alimony or to maintain life insurance.

² If yes, please describe on the following page the joint ownership, including the name of the joint owner(s) the asset, and the percentage owned.

³ If yes, please specify on the following page what type of business (e.g., C Corporation, S Corporation, Limited Liability Company, etc.), and the percentage owned.

⁴ If yes, please itemize all such gifts on the following page.

⁵ If yes, please describe on the following page.

VIII. YOUR COMMENTS

<u>Question No.</u>	<u>Comments</u>
	Location of Second Residence or other Real Estate Identified in Section III 1. 2. 3.

Our Billing Practices

Whenever it is practical to do so, we prepare estate planning documents for a fixed fee, as opposed to hourly billing. We use a schedule setting forth the range of our fees for estate planning services. These fees reflect (i) the value of the services provided, (ii) the level of expertise required, and (iii) the anticipated time and effort involved on our part. We are usually able to quote a fixed fee at the conclusion of our first meeting.

As part of the estate planning process, we will generally:

1. Review and discuss your present estate planning documents, personal financial statement, retirement death benefits, and life insurance policies.
2. Recommend and prepare a new or altered estate plan that typically includes a last will and testament, a revocable trust agreement, a durable financial power of attorney, and an advance medical directive.
3. Supervise and participate in the execution of new estate planning documents
4. Assist with beneficiary designation changes appropriate to the new estate plan and recommend changes in asset ownership (as deemed appropriate).

In terms of billing increments, we generally ask the first 50% of our fee be paid upon your receipt of the first drafts of your estate planning documents. We bill the remaining 50% following the execution of the documents in their final form.

If the estate planning documents are not executed within six months after the delivery of the drafts, your file may be transferred to inactive status. In that case, we will not be responsible for seeing to the completion of your new estate plan and we will not send you any further reminders once the file has become inactive. You may certainly re-activate the estate planning project later on, and we will be glad to see it through to completion.

In certain cases, a fixed fee may not be the best option for settling your estate plan. Under those circumstances, we will apply an hourly rate with your consent. Thomas Nolan's current hourly rate is \$240 per hour. Kaye Teasley Muth's current rate is \$200 per hour. Our paralegals are usually not involved in the estate planning process.

Thank you for considering Virginia Wills, Trusts & Estates. We look forward to working with you and helping you achieve family harmony in your estate planning.

