

## SET YOUR HOUSE IN ORDER

### My Document Organizer

The purpose of the Document Organizer is to gather and organize all your important papers in one place. At this time, please assemble all your important documents. If you discover you are missing any, try to obtain them promptly. It is important to have these files and documents organized so they can be easily retrieved.

Use this as a check-list to help you gather your papers for the Document Organizer: Place a check mark in the boxes that apply to you. Place an "X" in the boxes that don't apply to you. If you have other documents that you want to add there is room at the end of the form to add additional documents.

Document	Location of Original	Location of Copy
<input type="checkbox"/> Adoption Records	_____	_____
<input type="checkbox"/> Advanced Healthcare Directive	_____	_____
<input type="checkbox"/> Bankruptcy Discharge	_____	_____
<input type="checkbox"/> Birth Certificates	_____	_____
<input type="checkbox"/> Business Arrangements	_____	_____
<input type="checkbox"/> Citizenship Papers	_____	_____
<input type="checkbox"/> Debt Instruments	_____	_____
<input type="checkbox"/> Death Certificates	_____	_____
<input type="checkbox"/> Divorce/Annulment Decrees	_____	_____
<input type="checkbox"/> Driver's License Copies	_____	_____
<input type="checkbox"/> Health Care Surrogate	_____	_____
<input type="checkbox"/> Income Tax Returns	_____	_____
<input type="checkbox"/> Instructions for Living Arrangements	_____	_____
<input type="checkbox"/> Insurance Policies (Auto, Health, Home, Flood, Life)	_____	_____
<input type="checkbox"/> Leases	_____	_____
<input type="checkbox"/> Living Will Declaration	_____	_____
<input type="checkbox"/> Organ Donation	_____	_____
<input type="checkbox"/> Marriage Certificates	_____	_____
<input type="checkbox"/> Military Discharges	_____	_____
<input type="checkbox"/> Mortgages	_____	_____
<input type="checkbox"/> Partnership Agreements	_____	_____
<input type="checkbox"/> Passports/Visas	_____	_____

