

INVENTORY WORKSHEET

Protected Person: _____ Case File No. _____

Date of Appointment: _____ County _____

Instructions: Print these pages to make notes for yourself as you locate and identify assets belonging to the protected person to use to enter data into MyMNConservator (MMC) to create your inventory report and for your own information and tracking. Print or copy additional pages for specific sections as needed. Refer to the MMC user manual for additional details on preparing your inventory to be submitted to the court.

FINANCIAL ASSETS: Examples include bank accounts, investment accounts, bonds, significant cash, life insurance policies with cash value, prepaid burial accounts (note whether revocable or irrevocable). Determine the value as of your appointment date. Note if the account is a joint asset.

Bank/Company Name and Address	Account Number	Account Type	Value	Joint Y/N

DEBTS: Identify outstanding loans other than mortgages (document mortgages with related real estate), outstanding credit card balances, accounts that have gone to collection, court-ordered obligations (fines, judgments, restitution) and other debts of the protected person. Normal household bills and expenses that will be paid over the course of administration of the conservatorship are not identified as debts even if they are overdue. Determine the balance due on debt accounts as of your appointment date. Note if the debt is a joint obligation.

Creditor Name/Address	Account Number	Int. Rate	Balance Due	Joint Y/N

RECEIVABLES: Receivables are funds that are due to the protected person from other parties. These may be the result of court orders in the protected person's favor (restitution, judgments, reimbursement), contracts for deed, other types of contracts, monies held in trust for the benefit of the protected person, personal loans/promissory notes and the like. MMC doesn't currently capture this information, but as conservator you should still be aware of these things and ensure the protected person's interests in regard to those obligations. Watch for future enhancements to MMC that will allow you to report these types of assets.

Party who owes the money or controls the asset/Contact info	Value or Balance Due	Type of Account/Obligation	Notes

PERSONAL PROPERTY: Identify personal property belonging to the protected person. For inventory reporting purposes, you will only include individual assets of value (\$500 or more) and like items that can be grouped to value \$500 or more. For your own purposes, you may want to identify major specific items of property of lesser value included within a group to keep track of those items. Example property types include antiques, art, boats, business equipment, vehicles, collections, farm equipment, furs, jewelry, mobile home without real estate, precious metals, recreational, RV/motorhome, combined value household goods (this may include furniture, clothing and other personal effects), and other. Note if the property is a joint asset. In determining value, consider what the property is worth, not replacement value. Various online services may be helpful in determining value (especially for vehicles) or check sites where similar items are listed for sale. If you feel the property might be valuable, but are unsure of the value, consider getting an appraisal.

Property Description/Type	Location	Value	Loan Information	Joint Y/N

REAL ESTATE: Include all real estate in which the protected person holds interest. Obtain the value from a recent property tax statement. If the property is rented out, find out how much rent is charged. Find out if there are mortgages or liens on the property. Identify the property type as homestead, rental property, business, vacation home, land or non-homestead.

Property Description/Address	Type	Market Value	Yr of Tax Stmt	Joint Y/N

Mortgage:

Company: _____

Balance: \$ _____ Interest rate: _____ Monthly payment: _____

Rental Income: _____

Current tenants: _____

Duration of current lease: _____

Liens:

_____ \$ _____

_____ \$ _____

Property Description/Address	Type	Market Value	Yr of Tax Stmt	Joint Y/N

Mortgage:

Company: _____

Balance: \$ _____ Interest rate: _____ Monthly payment: _____

Rental Income: _____

Current tenants: _____

Duration of current lease: _____

Liens:

_____ \$ _____

_____ \$ _____

Property Description/Address	Type	Market Value	Yr of Tax Stmt	Joint Y/N

Mortgage:

Company: _____

Balance: \$ _____ Interest rate: _____ Monthly payment: _____

Rental Income: _____

Current tenants: _____

Duration of current lease: _____

Liens:

_____ \$ _____

_____ \$ _____