

Schedule 4: Asset and Liability Inventory

Assets

This checklist is a short form to be used during initial interviews or in simple cases. Details of this information should be included, where appropriate, in the other three checklists. For efficient use, the other checklists are cross-referenced.

For each item, obtain the information that may be necessary for valuation.

	Client Share	Spouse Share
1. Household Goods (see "Schedule 2: Assets and Liabilities Questionnaire" (F-3-S2-1)).		
<input type="checkbox"/> Furniture and furnishings	_____	_____
<input type="checkbox"/> Antiques/heirlooms	_____	_____
<input type="checkbox"/> China, silver, crystal	_____	_____
<input type="checkbox"/> Jewelry	_____	_____
<input type="checkbox"/> Furs	_____	_____
<input type="checkbox"/> Artworks	_____	_____
<input type="checkbox"/> Stereo equipment	_____	_____
<input type="checkbox"/> Sport equipment	_____	_____
<input type="checkbox"/> Guns	_____	_____
<input type="checkbox"/> Boats and trailers	_____	_____
<input type="checkbox"/> Fishing equipment	_____	_____
<input type="checkbox"/> Golfing equipment	_____	_____
<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> Recreational or sport vehicles	_____	_____
<input type="checkbox"/> Aircraft	_____	_____
<input type="checkbox"/> Campers	_____	_____
<input type="checkbox"/> Snowmobiles	_____	_____
<input type="checkbox"/> Boats and trailers	_____	_____
<input type="checkbox"/> Pets	_____	_____
<input type="checkbox"/> Precious metals/bullion	_____	_____
<input type="checkbox"/> Personal collections	_____	_____
<input type="checkbox"/> Coins	_____	_____
<input type="checkbox"/> Stamps	_____	_____
<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> Automobiles	_____	_____
<input type="checkbox"/> Trucks	_____	_____
<input type="checkbox"/> Motorcycles	_____	_____
<input type="checkbox"/> Bicycles	_____	_____
<input type="checkbox"/> Other motor vehicles	_____	_____
<input type="checkbox"/> Other machinery/equipment	_____	_____

**SCHEDULE 4 (ASSETS):
ASSET AND LIABILITY INVENTORY**

**SASKATCHEWAN
PRACTICE CHECKLISTS**

	Client Share	Spouse Share
2. Farm assets (see “Schedule 3: Farm Assets and Liabilities” (F-3-S3-1)).		
3. Business interests (see “Schedule 2: Assets and Liabilities” (Valuation of a Closely Held Business) F-3-S2).		
<input type="checkbox"/> Interest in a closely held corporation	_____	_____
<input type="checkbox"/> Partnership interest	_____	_____
<input type="checkbox"/> Other	_____	_____
4. Retirement interests (see “Schedule 2: Assets and Liabilities Questionnaire” (Pensions and RRSPs) and paragraphs H and J of the <i>Divorce and Family Property: Family Property Division</i> checklist (F-3)).		
<input type="checkbox"/> RRSP	_____	_____
<input type="checkbox"/> RIF plan	_____	_____
<input type="checkbox"/> Defined benefit plan	_____	_____
<input type="checkbox"/> Defined contribution plan (or money purchase plan)	_____	_____
<input type="checkbox"/> Annuity	_____	_____
<input type="checkbox"/> Other	_____	_____
5. Real estate (see “Schedule 2: Assets and Liabilities Questionnaire” and “Schedule 3: Farm Assets and Liabilities”).		
<input type="checkbox"/> Residence/Matrimonial home (“Schedule 2”)	_____	_____
<input type="checkbox"/> Rental property (owned by the parties)	_____	_____
<input type="checkbox"/> Farm land (“Schedule 3”)	_____	_____
<input type="checkbox"/> Vacant land	_____	_____
<input type="checkbox"/> Vacation property	_____	_____
<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> Interest in a time-share	_____	_____
6. Investments (see “Schedule 2: Assets and Liabilities”).		
<input type="checkbox"/> Shares	_____	_____
<input type="checkbox"/> Mutual funds	_____	_____
<input type="checkbox"/> Term deposits	_____	_____
<input type="checkbox"/> Stocks	_____	_____
<input type="checkbox"/> Options	_____	_____
<input type="checkbox"/> Commodities	_____	_____
<input type="checkbox"/> Mortgages	_____	_____
<input type="checkbox"/> Bonds	_____	_____
<input type="checkbox"/> Debentures	_____	_____
<input type="checkbox"/> Brokerage margin accounts	_____	_____
<input type="checkbox"/> Agreements for Sale	_____	_____
7. Insurance (see “Schedule 2: Assets and Liabilities”).		
<input type="checkbox"/> Life insurance (cash surrender value)		

	Client Share	Spouse Share
8. Bank Accounts (see “Schedule 2: Assets and Liabilities” (Client Banking and Spouse Banking) and paragraph P. 3 of the <i>Divorce and Family Property</i> checklist (F-3)).		
<input type="checkbox"/> Cash and deposit accounts, such as:	_____	_____
<input type="checkbox"/> Cash on hand or safe deposit box	_____	_____
<input type="checkbox"/> Checking accounts	_____	_____
<input type="checkbox"/> Savings accounts	_____	_____
<input type="checkbox"/> Money market accounts	_____	_____
<input type="checkbox"/> Christmas club accounts	_____	_____
<input type="checkbox"/> Certificates of deposit	_____	_____
9. General (see “Schedule 2: Assets and Liabilities”)		
<input type="checkbox"/> Club memberships	_____	_____
<input type="checkbox"/> Accounts receivable (money owed to either party)	_____	_____
<input type="checkbox"/> Promissory notes	_____	_____
<input type="checkbox"/> Judgments	_____	_____
<input type="checkbox"/> Accounts receivable (money owed to either party)	_____	_____
<input type="checkbox"/> Beneficial interest in an estate or trust	_____	_____
<input type="checkbox"/> Prepaid obligations, such as	_____	_____
<input type="checkbox"/> Prepayment on tax liability	_____	_____
<input type="checkbox"/> Prepayment on funeral expenses	_____	_____
<input type="checkbox"/> Anticipated tax refund	_____	_____
<input type="checkbox"/> Other assets, such as	_____	_____
<input type="checkbox"/> Tax-sheltered investments	_____	_____
<input type="checkbox"/> The right to a cause of action	_____	_____
<input type="checkbox"/> Patents	_____	_____
<input type="checkbox"/> Trademarks	_____	_____
<input type="checkbox"/> Copyrights	_____	_____

Copy additional sheets as necessary.

Notes:

Liabilities

See “Schedule 2: Assets and Liabilities Questionnaire” (F-3-S2-1) and paragraph P. 3 (“Financial and Property Statements”) of the *Divorce and Family Property* checklist (F-3) for more detail.

	Client Share	Spouse Share
<input type="checkbox"/> Mortgage on residence	_____	_____
<input type="checkbox"/> Mortgage on other real estate	_____	_____
<input type="checkbox"/> Loans for items, such as	_____	_____
<input type="checkbox"/> Vehicles	_____	_____
<input type="checkbox"/> Home improvements	_____	_____
<input type="checkbox"/> Education	_____	_____
<input type="checkbox"/> Consolidation of other bills	_____	_____
<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> Loans from	_____	_____
<input type="checkbox"/> Retirement plan	_____	_____
<input type="checkbox"/> Insurance policy	_____	_____
<input type="checkbox"/> Relative or friend	_____	_____
<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> Medical/dental bills	_____	_____
<input type="checkbox"/> Charge accounts	_____	_____
<input type="checkbox"/> Credit card accounts	_____	_____
<input type="checkbox"/> Lease payments	_____	_____
<input type="checkbox"/> Land contract payments	_____	_____
<input type="checkbox"/> Money judgments	_____	_____
<input type="checkbox"/> Tax liability	_____	_____
<input type="checkbox"/> Real estate taxes that are due	_____	_____
<input type="checkbox"/> Past due income taxes	_____	_____
<input type="checkbox"/> Other past due taxes	_____	_____
<input type="checkbox"/> Estimated tax payments	_____	_____
<input type="checkbox"/> Contingent liabilities	_____	_____

Copy additional sheets as necessary.

Notes: