

## **General Guideline for Initial Estate Planning Conference**

### **There are five components to a basic estate plan:**

**Will:** A legal declaration by which a person, the testator, names one or more persons to manage his or her estate and provides for the transfer of his or her property at death.

**Living Will:** A written document that states a person's wishes regarding life-support or other medical treatment in certain circumstances, usually when death is imminent.

**Power of Attorney:** A written authorization for an agent to perform specified acts on behalf of the principal. This may be granted as either a general or a limited power and can be immediately effective or effective upon the happening of an event.

**Health Care Surrogate:** An adult who is appointed to make healthcare decisions for you when you become unable to make them for yourself.

**HIPAA designation:** A written document that allows certain designated individuals to have access to your medical records.

### **What to bring to your conference:**

**Copies of your current estate planning documents (if any)**

**A general idea of what assets you have**

**The nature of the asset**

**The owner of the asset**

**The value of the asset**

**Any debt that may be owed**

**A general idea of what you want to have happen to your assets when you are gone.**

**The names, addresses, and relationships of those you intend to leave your assets.**

**Who do you want to be "in charge" when you are gone?**

**Who do you want to designate to make health care decisions for you when you are unable?**

**If you have minor children, who do you want to care for them when you are unable?**

**Please see our website for a complimentary ESTATE PLANNING QUESTIONNAIRE**

**This form will assist you in collecting your documents and information.**

### **Costs**

**The cost of your Estate Planning is something you should discuss with your attorney.**

**Generally, the cost for a simple estate plan (eg. Will, Living Will, Health Care Surrogate and Power of Attorney) is approximately \$475.00 per person.**