

Data Gathering Checklist

For each of the following items below I do not need “official” copies of anything. If you feel more comfortable communicating the relevant information for a document that’s fine too.

Real Estate

- Primary Address
 - o Market Value
- Rental Property
 - o Market Value
 - o Monthly Rental Income

Investment Statements

- Non-Registered Accounts
- Registered Retirement Savings Plan (RRSPs)
- Spousal RRSPs
- Tax Free Savings Account (TFSA)
- Registered Education Savings Plan (RESPs)
- Registered Disability Savings Plan (RDSPs)
- Defined Contribution Pension Plan
 - o These are self-managed pension plans through work, common institutions to hold these accounts with are Manulife, Sun Life and Canada Life)
- Defined Benefit Pension Plan
 - o These are not self managed investment plans. Common institutions to hold these accounts are OMERS, Ontario Teachers, and HOOPP
- Stock Options / Restricted Stock Statements
- Annuities

Insurance Statements

- Life Insurance
- Disability
- Long Term Care
- Business Liability
 - o Don’t need to see the statements, just want to know if you have it or not
- Homeowners / Auto
 - o Don’t need to see the statements, just need the \$ figures

Income

- T4 (Employment) Income
 - o If self employed or in a position heavily reliant on commissions or bonuses, please include some additional information
 - Base Pay
 - Commission / Bonuses
 - What are you expecting? What would a “good year” be? What would a “bad” year be?
 - Dividends
 - Business Annual Profit/Loss
- CPP Income
- OAS Income
- Pension Income

Expenses

- Approximate monthly expenses
 - o I do not need to review your bank statements unless you’d like us to.

Liabilities

- Mortgages
- Home Equity Lines of Credit
- Auto Loans
- Student Loans
- Credit Cards
- Business Loans

Estate

- Wills
- Power of Attorney
- Beneficiary Designations