

Checklist of Important Legal Documents and Financial Statements for an Emergency:

Birth Certificates/Adoption Papers	Have_____ Need_____ N/A _____
Marriage License	Have_____ Need_____ N/A _____
Divorce Papers	Have_____ Need_____ N/A _____
Social Security Cards	Have_____ Need_____ N/A _____
Passport/Green Card	Have_____ Need_____ N/A _____
Naturalization Documents	Have_____ Need_____ N/A _____
Driver Licenses	Have_____ Need_____ N/A _____
Will	Have_____ Need_____ N/A _____
Power(s) of Attorney (personal/property)	Have_____ Need_____ N/A _____
Mortgage or Real Estate Deed of Trust	Have_____ Need_____ N/A _____
Vehicle Registration/Ownership Paper	Have_____ Need_____ N/A _____
Previous Year's Tax Return	Have_____ Need_____ N/A _____
Property Tax Statement	Have_____ Need_____ N/A _____
Personal Property Tax (i.e. Car Tax)	Have_____ Need_____ N/A _____
Bank/Credit Union Statements	Have_____ Need_____ N/A _____
Retirement Accounts (401K, TSP, IRA)	Have_____ Need_____ N/A _____
Investment Accounts (Stocks, Bonds, Mutual)	Have_____ Need_____ N/A _____
Recent Pay Stub for All Sources of Income	Have_____ Need_____ N/A _____
Government Benefits (Social Security, Temporary Assist)	Have_____ Need_____ N/A _____
Alimony Income	Have_____ Need_____ N/A _____
Professional Appraisals of Personal Property	Have_____ Need_____ N/A _____
Rewards Accounts (Frequent Flyers, Hotel Rewards)	Have_____ Need_____ N/A _____
Mortgage Statement	Have_____ Need_____ N/A _____
Lease	Have_____ Need_____ N/A _____
Line of Credit	Have_____ Need_____ N/A _____

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Utility Bills (Electric, Water, Gas)	Have_____ Need_____ N/A _____
Car Payment	Have_____ Need_____ N/A _____
Student Loan	Have_____ Need_____ N/A _____
Alimony Payments	Have_____ Need_____ N/A _____
Child Support Payments	Have_____ Need_____ N/A _____
Elder Care Facilities	Have_____ Need_____ N/A _____
Other	Have_____ Need_____ N/A _____
Property Insurance	Have_____ Need_____ N/A _____
Rental Insurance	Have_____ Need_____ N/A _____
Auto Insurance	Have_____ Need_____ N/A _____
Life Insurance	Have_____ Need_____ N/A _____
Health Insurance ID card	Have_____ Need_____ N/A _____
Record of Immunization/Allergies	Have_____ Need_____ N/A _____
List of Necessary Medications	Have_____ Need_____ N/A _____
Disabilities Documentation	Have_____ Need_____ N/A _____
Living Will	Have_____ Need_____ N/A _____
Dental Records/ Child Identity Cards/ DNA Swabs	Have_____ Need_____ N/A _____
Current Military ID	Have_____ Need_____ N/A _____
Computer Backup Files	Have_____ Need_____ N/A _____
Blank Checks	Have_____ Need_____ N/A _____

It is suggested you include a date on each line as you collect and obtain your necessary documents. This will help you track your progress. Once you have all documents together you should make a copy of your entire packet. Because these documents contain such important and personal information, it is strongly recommend that you keep all originals document in an off- site safety deposit box. Keep a copy of your originals in a fire proof /waterproof metal box or safe.

If you have an attorney you may want to provide them with a copy of your information in a sealed envelope to be open with your approval or in the event you become incapacitated.

Information taken from FEMA Emergency Financial First Aid Kit 12/10

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