

# Types of supporting documentation for assets and liabilities.



For Public Trust to examine a statement please provide the documentation referred to below, in support of the assets held by the Protected Person. Please note this is an indicative list regarding assets/liabilities the Protected Person may hold. If additional assets/liabilities are held they must be disclosed.

## Real Estate

- Search copy of the Title in respect of property
- Recent local authority Rates Demand for property.
- Copies of the latest insurance premium for property and its contents including details of the covers in place.
- Confirmation that there are no encumbrances registered against property.

## Personal Effects

- A list of any effects held in excess of the value \$1,000.00. Examples of such items include antiques, art works, jewellery and personal property.
- Copies of the latest insurance premium notice.

## Bank Accounts and Trust Ledgers

- Copies of bank statements / transaction printout for any bank accounts held:
  - > For 3 months prior to and including the order date for a Statement of Property e.g. an order date of 1 May should include transactions for the period, 1 Feb to 1 May.
  - > For 12 months with each Annual Statement of Management filed.
- Where internet banking is used, verification of closing balances is required.
- If a bank account is closed in the period, this should be disclosed in the Statement and supporting documentation should be provided up to and including the date of closure.

## Bank Term Deposits/fixed interest investments

- Copy of the Bank Term Deposit certificate or similar re-investment advice in which the investment balance is shown.

## Unit type investments

- Copies of the relevant Share Registrar(s) Statement(s) of Holding in respect of the shareholdings. If no Statement(s) of Holding

## Motor vehicles

- Copy of the motor vehicle(s) Notice of Ownership document or in its absence a copy of the latest motor vehicle(s) Registration notice.
- Copy of the latest insurance premium demand for the motor vehicle(s) along with details of the cover held on it.

## Businesses & Partnerships

- Copy of the most recent Financial Statements.

## Family loans

- A signed copy of the acknowledgement of debt and confirmation of any security held.

## Gifts

- Please indicate whether any assets have been specifically gifted under the protected person's will if in existence.

## Estates and trusts

- Copy of the will or Trust Deed.
- Copy of Financial Statements or correspondence from the Trustee confirming distributions for the period.

## Mortgages

- Copy of Mortgage Statements.