

■ *Medical Information*

List physicians with their contact information, along with your medications, allergies, medical conditions and insurance numbers.

■ *Personal Contacts*

Identify family, friends and coworkers to be contacted in the event of emergency.

■ *Pets*

Name someone who will provide for your pets who has access to your home.

■ *Financial Obligations*

List the details and payment arrangements about monthly bills, mortgage, rent, utilities, loans and corresponding online access.

■ *Household Maintenance*

Name contractors used to perform maintenance, including your plumber, electrician, heating and air conditioning, landscaper, and any other service providers to maintain your property.

■ *Financial Information*

Prepare a list of assets along with names of banks, investment and insurance companies. If you have a financial advisor, note their contact information.

■ *Important Documents*

Note the location of your estate planning documents, power of attorney, healthcare directives and safe deposit box and its keys.