

# Elder Law Information Sheet and Checklist

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English Lucas Priest & Owsley, LLP

## **ELPOLAW ESTATE PLANNING/PROBATE DIVISION**

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# What to Bring to the First Attorney Meeting

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The checklist below provides the attorney with the information necessary to evaluate the issues. If a document is listed, please bring an extra copy for the attorney to keep.

## **Information about the Elderly Person:**

- Full legal name
- Home Address
- Nursing Home Address (if applicable)
- Date entered nursing home (if applicable)
- Date of birth
- Marital status
- If married, name of the spouse?
- Social security number
- Is the person already on Medicaid? If so, who is the caseworker?
- List of assets, such as:
  - Bank accounts, brokerage accounts, CDs, savings, checking, money market accounts
  - Real Estate and rental income
  - Life insurance
  - Retirement
  - Farm equipment
  - Vehicles
  - Personal Property
  - Business interests
- Does the elderly person have a power of attorney document?
- Does the elderly person have a living will document?
- Has there been a guardianship or conservatorship proceeding started? If so, what court?
- Is the elderly person a veteran? If so, what were the years of active military service?
- Is there a child living in the parent's home that acted as a caregiver?
- Is the elderly person involved in any lawsuits?

## **Information about you:**

- Full legal name
- Address
- Phone (work and home)
- Cell number
- Relationship to the elderly person
- E-mail address
- Date of birth



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# What to Bring to the First Attorney Meeting (continued)

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## **Other information:**

All children and representatives:

- Full legal names
- Addresses of all children
- Dates of birth
- Is any child disabled?

## **Documents (if available):**

- A copy of the Last Will and Testament
- Copy of front and back of Social Security Card
- Copy of front and back of Medicare Card
- Social Security Award Letter for current year
- Any trust documents to which the person was a recipient or created
- Deeds and/or leases to all real estate (if available)
- PVA Card for real estate
- All account statements for each of the person's accounts (bank, brokerage, CD, IRA, 401(k), etc.)
- Stock certificates
- Information about closely held businesses
- Life insurance policies
- Full copy of all Annuities
- Vehicle title and registration documents
- Boat/plane title documents
- Retirement statements
- Divorce documents (if divorced)
- List of any and all bills/debt
- Any document showing what the person may own (loans, credit cards, mortgages etc.)
- Any documents showing who might owe the elderly person (promissory notes, etc.)
- Any information about charitable pledges
- Current statement of the person's nursing home account if in a nursing home
- Tax Returns for last three tax years



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# Checklist For Incapacity (some items may not apply)

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**To do:**

**date completed:**

- Read Power of Attorney (if applicable) \_\_\_\_\_
- If no power of attorney, secure guardianship and/or conservatorship (consult attorney) \_\_\_\_\_
- Open new accounts as attorney-in-fact or Custodian (consult attorney) \_\_\_\_\_

Necessary Documents to open a custodial account:

- Copy of Power of Attorney Document or Court Order appointing Guardian/Conservator
  - Copy of Social Security Number
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- If rental property, notify landlord, change utilities, etc. \_\_\_\_\_
  - Advise Post Office to forward mail to custodian \_\_\_\_\_
  - Check homeowners insurance for unoccupied house coverage \_\_\_\_\_
  - Stop publications/mail \_\_\_\_\_
  - Arrange for lawn care, other home maintenance \_\_\_\_\_
  - Arrange care for any pets \_\_\_\_\_
  - Notify insurance companies (long term care and other) about medical issues and file claims where appropriate \_\_\_\_\_
  - Notify Veterans Administration to apply for benefits \_\_\_\_\_
  - Notify Social Security of custodian \_\_\_\_\_
  - Notify Medicare, if applicable \_\_\_\_\_
  - File appropriate tax returns (consult attorney) \_\_\_\_\_
  - Make a detailed list of creditors To provide to your attorney) \_\_\_\_\_
  - Check for safe deposit box and who has access (when access allowed, inventory contents) \_\_\_\_\_



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## CONTACT INFORMATION FOR ELDER LAW ATTORNEYS AND SUPPORT

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