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1. BY HAND: Print this blank form, complete and file printed paper copy in a secure location.
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Real Estate Records

Record all information for each property you own. Create and save as many pages as needed.

Property # _____

Page _____ of _____ Pages

Address		
Legal Description		
Location of Deed		
Type of Use	<input type="checkbox"/> Residence <input type="checkbox"/> Vacation <input type="checkbox"/> Time-share <input type="checkbox"/> Investment	
Names on Property Title		
Value of Property		
Property Purchase Price and Date		
Insurance Company and Address		
Insurance Policy Number		
Location of Property Tax Records		
Mortgagee Name and Address		
Mortgagee Phone # and Loan #		
Home Equity Loan Name and Address		
Home Equity Loan Phone # and Loan #		
Home Warranty Name and Address		
Home Warranty Phone # and Account #		
Homeowners Assn Name and Phone #		
Property Manager Name and Phone #		
MAINTENANCE PROVIDERS (plumber, electrician, lawn service, etc)	CONTACT INFORMATION	
CAPITAL IMPROVEMENTS	DATES	COSTS

Information entered electronically on this form is for reference only. Do not destroy original paper documents without consulting your legal counsel regarding destroying originals. We are not responsible for lost or destroyed original documentation.

Financial information on this form is informational only. Values listed represent estimates at a specific point in time. Account values are not guaranteed as being accurate or complete. These values will be different if assets are liquidated.