

# SINGLE ADULT PLANNING CHECKLIST



Are you prepared for the unexpected?  
Our Top 10 Checklist provides the Questions and  
Answers you need to consider now.



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# Top 10 Checklist for Single Adults

## 1 DO YOU HAVE AN EMERGENCY CONTACT LIST?

If there was an emergency, do you have an emergency contact list that someone could use to contact your family, medical doctors, financial advisors, estate attorney? It is important to have a list of these contacts for easy reference in the event that they would be needed to be contacted.

## 2 DO YOU HAVE A LIST OF HEALTHCARE PROVIDERS, MEDICATIONS, AND ALLERGIES?

Make a list of all medical conditions, allergies and medical providers and share it with a trusted person. That way, if there is an emergency, that list would be readily available to hand to medical personnel. Otherwise, in the middle of a crisis, something might be inadvertently forgotten or missed.

## 3 DO YOU HAVE A LIST OF ALL PASSWORDS FOR PHONES, COMPUTERS & ONLINE ACCOUNTS?

Most of our electronic devices are password protected for privacy. In the event of an emergency, you should have a list, either paper or digital, listing all of the passwords to your various financial accounts, medical portals, social media accounts AND your computer. You should designate at least one person who knows where to find that list in the event of an emergency.

## 4 WHO IS FAMILIAR WITH YOUR HOUSEHOLD FINANCES?

You are responsible for paying the bills, managing your accounts, life insurance policies and overseeing your bank and retirement accounts. In the event that you become incapacitated, you should have a list of all accounts, contacts and information for the management of your finances and designate one person to be responsible for overseeing these finances in the event you are unable. Also, you'll need to have appropriate Powers of Attorneys in place (see #7).

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## 5 WHO IS FAMILIAR WITH YOUR HOUSEHOLD SYSTEMS & PETS?

Does anyone, besides yourself, know how to shut off the main water valve? Do they know where the sump pump is and how to make sure that it is working?

Who will care for your pet and what are their medical needs? It is a good idea to create a handbook that can be located in the event of an emergency. You can also designate a trust for your pets.

## 6 HAVE YOU CREATED A WILL OR TRUST?

In order to ensure that your assets and estate will flow smoothly to the beneficiaries of your choosing, it is important that you have either a Will or a Trust in place. This way, you decide who will handle your assets when you pass, how the money is managed, and when and how the money will be distributed to your beneficiaries at some point in the future. You want to preserve peace and harmony in the family and the way to do that is with a properly and thoughtfully drafted estate plan.

## 7 DO YOU HAVE POWERS OF ATTORNEY FOR FINANCIAL & HEALTHCARE?

What happens if you are suddenly incapacitated and unable to take care of routine affairs? Who will continue to pay your health care premiums, the mortgage, or other important expenses? If you own a business, who will work with your bank or payroll provider to pay your employees?

Powers of Attorney documents are required to take care of certain priorities and obligations and they must be prepared while you are healthy and of sound mind. This is where pre-planning is crucial.

Likewise, if medical treatment is necessary, the doctors will need to have a Healthcare Power of Attorney, giving someone the power to make decisions regarding what medical treatment you will receive if you cannot make those decisions yourself.

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## 8 DO YOU HAVE A LIVING WILL/ADVANCED DIRECTIVE?

Many think that you only need an advanced directive if you are an elderly person. This could not be further from the truth. Accidents and illnesses can happen to **anyone** at **any** age. An advanced directive, also called a living will, helps to prevent confusion and disagreements in times of crises and helps your family and medical providers make important decisions regarding your medical treatment according to your wishes, even though you are unable to make those wishes known.

## 9 DO YOU HAVE SHORT TERM & LONG TERM DISABILITY INSURANCE?

If you are unable to work, you are still responsible for your bills. But how will you pay them? How long will you survive without a paycheck? Short Term and Long Term Disability plans enable you to have income when you are unable to work as it provides a percentage of salary in the event of a qualified illness or injury. Do not rely on your sick leave and vacation time as a long term plan. Anyone who has been injured didn't think it would happen to them, so being proactive is always the best policy. It will allow you to live your best life with fewer financial worries. Make sure you share all important documents related to your disability insurance with a trusted person so that they can help you with your policy.

## 10 DO YOU HAVE LIFE INSURANCE POLICIES?

If you have life insurance, it is important for that information to be easily located. Your family may be relying on life insurance proceeds to pay for funeral costs, burial costs, and other expenses. There is no central life insurance depository. Often families have been told that there are life insurance policies but have no idea where to locate them. Without the policy information, it may be impossible to claim those life insurance benefits, which would be a great loss to the family. Make sure that a trusted person and your executor or trustee are aware of the policies and know where to locate them.

We believe In helping people with thoughtful planning, guidance during times of crises, and creating a clear path for life's legal journeys.

We provide a personalized approach to legal issues by listening to you and creating unique solutions to take the weight off your shoulders.

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ATTORNEYS AT LAW  
Wills, Trusts & Probate

**Schedule a Consultation!**  
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