



Organising the Essentials Checklist

- Legal Documents – Last Will & Testament
- Legal Documents – Passport
- Legal Documents – Tax File Number
- Legal Documents – Copies of Licenses, Wallet Contents
- Legal Documents – University transcripts
- Legal Documents – Other
- Health – Medical Records
- Health – Financial Records
- Health – Prescriptions
- Health – Safe storage of medications
- Health – First Aid Kit
- Health – Exercise routine & space
- Safety – Fire safety equipment & plan
- Safety – Remove tripping hazards
- Safety – Check for mould
- Safety – Child safety
- Safety – Emergency preparedness
- Emergency – Supplies
- Emergency – Password protection & storage
- Emergency – Contacts



- Finances – Tax Records, Current Year
- Finances – Tax Records, Past Years
- Finances – Accounts
- Finances – Superannuation
- Finances – Budget & Financial planning advice
- Home – Maintenance Records, Service Contacts
- Vehicle – Service Records, Insurance
- Other Assets – Valuation & Purchase Records
- Assets – Warranties
- Instructions

