

**THE FAULKNER FIRM**  
**NEW CLIENT INTAKE**

I. PERSONAL AND FAMILY INFORMATION

	<b><u>SPOUSE 1</u></b>	<b><u>SPOUSE 2</u></b>
<b>FULL LEGAL NAME</b>		
<b>ADDRESS</b>		
<b>EMAIL</b>		
<b>PHONE NUMBER</b>		
<b>DATE OF BIRTH</b>		
<b>U.S. CITIZEN? Yes/No</b>		
<b>SOCIAL SECURITY NUMBER</b>		
<b>PROFESSION/JOB</b>		

<b>Names of Children AND/OR Beneficiaries*</b>	<b>Birthdate</b>	<b>Phone Number</b>	<b>Number of Children (your grandchildren) OR relationship to you (if not children)</b>

**Have you had prior planning?** If so, please bring with you your prior documents or copies of your prior documents.

**Do you have one or more businesses?**  
If so, please briefly describe each one.\*

## II. WILL AND TRUST

**Who would you like to appoint as your personal representative (a/k/a “executor”) in your Will?** The personal representative is the person who, after your passing, collects and manages estate assets, pays any debts and taxes, and distributes your estate to your beneficiaries. Please also appoint one backup personal representative (the “second choice”) in case your first choice cannot serve as personal representative. Your personal representative may be an individual or an institution (bank or trust company).

### **SPOUSE 1**

1st Choice:	Phone Number:	Relationship to Spouse 1:
2nd Choice:	Phone Number:	Relationship to Spouse 1:
3rd Choice:	Phone Number:	Relationship to Spouse 1:

### **SPOUSE 2**

1st Choice:	Phone Number:	Relationship to Spouse 2:
2nd Choice:	Phone Number:	Relationship to Spouse 2:
3rd Choice:	Phone Number:	Relationship to Spouse 2:

If you would like a trust, your “Trustee” would be the person who would manage the property in the trust. Who would you like to appoint as Trustee? Please also appoint at least one backup Trustee.

### **SPOUSE 1**

1st Choice:	Phone Number:	Relationship to Spouse 1:
2nd Choice:	Phone Number:	Relationship to Spouse 1:
3rd Choice:	Phone Number:	Relationship to Spouse 1:

### **SPOUSE 2**

1st Choice:	Phone Number:	Relationship to Spouse 2:
2nd Choice:	Phone Number:	Relationship to Spouse 2:
3rd Choice:	Phone Number:	Relationship to Spouse 2:

**Do you want to gift a specific amount of money to any persons or charities?** If so, please list below:

**Do you want to give any specific property to any one or more persons or charities? This includes family heirlooms, jewelry, cars, boats, real estate, or business interests.** If so, please list them below:

**How would you like to gift the remainder of your property?** The remainder of your property after the specific amounts of money and property above are given out, as well as after the payment of all your debts and expenses, is referred to as the “Residuary Estate”. If you have children, typically your children (or other descendants, such as grandchildren) would be your residuary beneficiaries. Please list the persons (individuals and/or charities) to whom you would like to give the Residuary Estate, and the percentages for each.

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**Do you want the inheritance to be outright or with restrictions/limitations?** You may choose to give your beneficiaries their inheritance in trust (i.e. with some sort of legal restriction) rather than outright (i.e. with no strings attached). Giving beneficiaries shares in trust provides you control over how and when the beneficiaries receive their money, and what it can be spent on. We advise you to leave property in trust for minor children, or if you are concerned that one or more of your children may misuse the inheritance, or if you want to protect your beneficiary's inheritance from creditors. While we mention children, this applies to any person to whom you may leave an inheritance. For example, a trust may provide for distributions of 1/3 or 1/4 to be paid every five years, beginning at age 30. Alternatively, you may use a lifetime trust whereby the Trustee holds the trust funds for the duration of the beneficiary's life and makes distributions as you direct in the document. Sample trust language is available upon request.

**If you create trusts for your children or other beneficiaries, who would you like to appoint as Trustee for their trusts to manage the trust funds and make distributions?**

First Choice:	Phone Number:	Relationship to You:
Second Choice:	Phone Number:	Relationship to You:
Third Choice:	Phone Number:	Relationship to You:

**If all of your beneficiaries above predecease you, who would you like to designate as alternate beneficiaries?** This is referred to as the "common disaster" provision.

If you have minor children, who would you like to be appointed as guardian to have custody of your children while they are minors? Please include full names and relationship to you.

### III. LIFETIME DOCUMENTS

Your lifetime documents are the documents that are effective only while you are alive. These are your Health Care Surrogate, Durable Power of Attorney, Living Will, and Declaration of Preneed Guardian.

1. If you are not able to make your own health care decisions (for example, if you incapacitated), who would you like to make health care decisions for you? This is your “Health Care Surrogate”. We recommend that you also choose at least one backup Surrogate. Please provide the individuals’ full name and phone number.

#### SPOUSE 1

First Choice:	Phone:	Relationship to Spouse 1:
Second Choice:	Phone:	Relationship to Spouse 1:
Third Choice ( <i>optional</i> ):	Phone:	Relationship to Spouse 1:

#### SPOUSE 2

First Choice:	Phone:	Relationship to Spouse 2:
Second Choice:	Phone:	Relationship to Spouse 2:
Third Choice ( <i>optional</i> ):	Phone:	Relationship to Spouse 2:

2. If you are in a persistent vegetative state and two doctors have determined that there is no reasonable probability of recovery, would you want to be kept alive through “artificial methods”? This is your “Living Will”.

3. **Do you want to appoint someone who can make financial decisions on your behalf, currently and in the future?**

**This is your “Agent” under your “Durable Power of Attorney”.** Unlike the Health Care Surrogate, your Agent acting under the Power of Attorney can, right after you sign the document, sign legal documents on your behalf and can also make financial decisions on your behalf. In Florida, the law does not allow you to appoint an Agent after a certain event (e.g. if you are no longer able to make a decision yourself). Under Florida Law, the Power of Attorney is a “live document” when you sign it –the Agent can act on your behalf immediately. You must trust your Agent implicitly.

#### SPOUSE 1:

First Choice:	Phone:	Relationship to Spouse 1:
Second Choice:	Phone:	Relationship to Spouse 1:
Third Choice ( <i>optional</i> ):	Phone:	Relationship to Spouse 1:

#### SPOUSE 2:

First Choice:	Phone:	Relationship to Spouse 2:
Second Choice:	Phone:	Relationship to Spouse 2:
Third Choice ( <i>optional</i> ):	Phone:	Relationship to Spouse 2:

### **LIST OF ASSETS**

It is essential that we have a complete picture of your assets in order to best serve you. In Estate Planning, it is important for us to advise you how your assets will pass under your current estate plan, and to discuss how you want each asset to go when we are completed with your estate plan. If we do not know what assets you own, there is a risk that we are not advising you correctly. For example, if you direct us to split all of your assets evenly between two charitable organizations, but your IRA from your old employer still lists your ex-spouse as beneficiary, the IRA will go to your ex-spouse. We can advise you of such matters only when we are made aware of your assets. Please list below all of your assets, how they are owned/titled, their approximate value, and any other information you deem important.

<b>ASSET</b>	<b>OWNER/TITLE</b>	<b>VALUE</b>	<b>NOTES</b>