

## GUIDE FOR THE USE OF TUTORS WHO WANT TO PROVIDE AN INVENTORY AS A PRIVATE WRITING

**Y**ou must fill out this form in the presence of two witnesses, who will sign it after it has been completed.

If you administer the assets of several people, you must fill out one form for each of them.

Please return one of the duly completed forms in the enclosed envelope and keep the other for your records. You must send the third copy to the tutorship council. The law requires that you make an inventory of the assets of the person you represent within two months of taking office as tutor.

### IDENTIFICATION

Enter in this section:

- the last name, first name, date of birth and address of the minor;
- your last name, first name, address and telephone number;
- the last name, first name, address and telephone number of each of the two witnesses;
- the date on which you prepare the inventory.

### ASSETS

**If the minor has not received all the assets that would normally be included in the inventory, inform the Curateur public and produce a partial inventory.**

Reference: Section B, page 16.

#### *Point 1: Cash on hand*

Enter the cash belonging to the patrimony that is in the possession of the legal representative or the minor, as well as any cheques that have not yet been cashed or deposited.

#### *Point 2: Bank accounts*

Enter the number and balance of any bank accounts (savings accounts and current accounts).

#### *Point 3: Certificates of deposit*

Enter the number and the value of the certificates of deposit (term deposits) held by the minor.

#### *Point 4: Accounts receivable*

Enter any amounts lent based on an oral agreement or against a note signed by the minor. Also enter the name and address of anyone owing money to the minor.

#### *Point 5: Bonds*

Enter the name of any bonds owned by minor, their number, their maturity date and their value.

#### *Point 6: Shares and mutual funds*

Enter the name of the shares owned by the minor, the number of each of them, and if possible, their value at the time they were purchased. You must also enter in this section the units owned in mutual funds, if any.

#### *Point 7: Mortgage receivable*

**Not to be confused with a mortgage payable (box 17).**

Enter the amounts lent on behalf of the minor against a secured asset, most often a house. You must provide as much information as possible on a mortgage, because it often involves substantial amounts of money.

**Point 8: Buildings and land**

Describe the buildings owned by the minor. Specify if the value you enter is the current market value or municipal assessment. You must also include any undeveloped land in this section.

**Point 9: Prearrangements for funerals**

Enter the value of any prepaid funeral arrangements made on behalf of the minor, if any.

**Point 10: Vehicles**

Enter the value of motor vehicles owned by the minor; you must indicate the make and year of cars and trucks.

**Point 11: Life insurance**

Enter information on life insurance owned by the minor and its cash value, if any.

**Point 12: Furniture and personal effects**

Describe any personal effects of the minor that are worth more than \$100. Furniture, jewelry, art, fur coat and expensive sports equipment fall into this category. If you think that some objects are very valuable, you can have them appraised by an expert.

**These amounts must be included in the annual report as long as the minor owns the items.**

**Point 13: Other property**

Describe any other assets that you were unable to fit in point 12.

**Total assets**

Add up the total of the assets entered in points 1 to 13 inclusively.

**LIABILITIES****Point 14: Bank loans**

Enter any balance outstanding on a personal loan contracted with a financial institution by or for the minor. You must also enter the amount of the line of credit already used.

**Point 15: Accounts payable**

Enter all invoices due for more than 30 days.

**Point 16: Note payable**

Enter the balance outstanding on sums borrowed and guaranteed by a note by or on behalf of the minor.

**Point 17: Mortgage payable**

Enter the balance of the mortgage to be repaid, if any, in case the minor owns mortgaged buildings or property.

**Point 18: Other loans**

Enter any other debt that the minor may still have to reimburse.

**Point 19: Other liabilities**

Enter any other liability that may be part of the patrimony of the minor.

**Total liabilities**

Add up the total of the value of all liabilities entered in points 14 to 19 inclusively.

If you have other documents (endorsement of a loan from someone else, legal proceedings under way, etc.) that may later affect the patrimony of the minor, list them after the total of liabilities.

**DECLARATION BY THE TUTOR**

This section lets you describe assets in poor condition owned by the minor, list sums the person owes you or you owe them and state your willingness to correct the inventory if you ever learn of other assets that do not appear on the list you have just made.

**SIGNATURE**

You must sign the form yourself, then have it signed by the two witnesses and enter the date.