



IMPORTANT: This inventory form for mandataries was designed specifically for those who must account for their administration to the Curateur public. Any mandatary can use it as part of his or her duties.

No. of the Curateur public's file	Name of mandator	Date of the protection mandate homologation:
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1. Identification of the person under protection mandate (mandator)

Name		First Name
Address		
Number Street	Apt.	City Province/territory Country Postal code
Date of birth (yyyy-mm-dd)	Has the person moved in the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the date (yyyy-mm-dd): _____	
Telephone at home	Cell. number	Email

2. Identification of the mandatary(ies)

Name		First Name	Relationship with the mandator
Same address as the mandator <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you moved in the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the date (yyyy-mm-dd): _____	
Address			
Number Street	Apt.	City Province/territory Country Postal code	
Telephone at home	Cell. number	Email	
Name		First Name	Relationship with the mandator
Same address as the mandator <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you moved in the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the date (yyyy-mm-dd): _____	
Address			
Number Street	Apt.	City Province/territory Country Postal code	
Telephone at home	Cell. number	Email	

3. Witness Identification (compulsory)

Name		First Name
Address		
Number Street	Apt.	City Province/territory Country Postal code
Telephone at home	Cell. number	Email
Name		First Name
Address		
Number Street	Apt.	City Province/territory Country Postal code
Telephone at home	Cell. number	Email



4. ASSETS (patrimony)				As of the date of homologation of the protection mandate
1. Cash/petty cash from housing resource; uncashed cheques				
Cash/petty cash at the housing accommodation				\$
Uncashed cheques (specify):				\$
2. Bank accounts				
Name of financial institution: _____ Account no.: _____ Address _____ Number Street City Province/territory Country Postal code				\$
Name of financial institution: _____ Account no.: _____ Address _____ Number Street City Province/territory Country Postal code				\$
Name of financial institution: _____ Account no.: _____ Address _____ Number Street City Province/territory Country Postal code				\$
3. Investments				
Name of financial institution: _____ Investment no.: _____ Address _____ Number Street City Province/territory Country Postal code				\$
Name of financial institution: _____ Investment no.: _____ Address _____ Number Street City Province/territory Country Postal code				\$
Name of financial institution: _____ Investment no.: _____ Address _____ Number Street City Province/territory Country Postal code				\$
4. Accounts receivable				
Name of debtor: _____ Interest rate: _____ Address _____ Number Street City Province/territory Country Postal code				Capital balance receivable \$
5. Mortgages receivable				
Name of debtor: _____ Date of issue (yyyy-mm-dd): _____ Address _____ Number Street City Province/territory Country Postal code				Capital balance receivable
Mortgage rank	Initial amount \$	Interest rate %	Method of reimbursement	\$
6. Buildings and land				
Address _____ Number Street City Province/territory Country Postal code				\$
Insured building <input type="checkbox"/> Yes <input type="checkbox"/> No	If co-owned, percentage owned %	Indicate if this value represents <input type="checkbox"/> the latest municipal assessment <input type="checkbox"/> the most recent certified appraisal report		



6. Buildings and land (cont'd)			
Address			
Number	Street	City	
Province/territory		Country	Postal code
Insured building <input type="checkbox"/> Yes <input type="checkbox"/> No		If co-owned, percentage owned %	Indicate if this value represents <input type="checkbox"/> the latest municipal assessment <input type="checkbox"/> the most recent certified appraisal report
			\$
7. Prearranged funeral contract			
			\$
8. Vehicles (automobile, ATV, motor home, boat, etc. – Indicate the current value)			
			\$
9. Life Insurance (indicate the cash surrender value, only if there is one)			
Company name		Policy number	Cash surrender value
			\$
10. Furniture and personal effects valued over \$100 with details (including jewelry and art)			
Number	Description		\$
			\$
			\$
			\$
11. Other assets (specify with details)			
			\$
			\$
Total assets (patrimony)			\$
5. LIABILITIES (debts)			
As of the date of homologation of the protection mandate			
12. Bank loans (personal loans and lines of credit used)			
Name of financial institution: _____			Principal balance due
Address			
Number	Street	City	Province/territory
Country		Postal code	
			\$
Name of financial institution: _____			\$
Address			
Number	Street	City	Province/territory
Country		Postal code	
13. Mortgage payable			
Name of creditor: _____			\$
Address			
Number	Street	City	Province/territory
Country		Postal code	



14. Other liabilities

Name of creditor: _____ Address _____ Number _____ Street _____ City _____ Province/territory _____ Country _____ Postal code _____	\$
Name of creditor: _____ Address _____ Number _____ Street _____ City _____ Province/territory _____ Country _____ Postal code _____	\$
Total liabilities (debts)	\$

Describe any contingencies that could cause the value of the mandatory's estate to change

6. Declarations and signature(s) of the mandatory(ies)

I, the undersigned, _____, declare that:
Name of the mandatory(ies)

- I have no debt or claim against the person I represent regarding their property, except for the following:

- this inventory is a complete and accurate statement of the assets of the person I represent to date, and I undertake to make any corrections that may become necessary as a result of the discovery of new facts.

In witness whereof, I have signed this inventory at _____
City

Signature(s) of the mandatory(ies)	Date(s) (yyyy-mm-dd)
Signature - Witness no. 1 of this inventory	Date (yyyy-mm-dd)
Signature - Witness no. 2 of this inventory	Date (yyyy-mm-dd)



INSTRUCTIONS for mandataries
who must provide an inventory by private writing (before two witnesses)

You have the option of providing a notarized inventory or an inventory by private writing (before two witnesses). Note that these persons do not have to be present when the inventory is prepared.

If you are administering the property of more than one person, you must complete a form for each person.

If the Curateur public is designated to receive the inventory, please return a completed form and retain a copy for your records. You must also give a copy to the tutorship council. The law requires you to make an inventory of the property of the person you represent within two months of taking office as mandatory.

Please note: If you need more space, you may continue on a sheet of paper and attach it to this document.

1. to 3. IDENTIFICATION

Enter in these sections:

- The first and last names, date of birth, address, phone number and Email of the mandator;
- Your first and last names, address, phone number and Email;

If a change of address is planned soon, please contact the person in charge of your file now to inform them.

- The first and last names, addresses, telephone numbers and Emails of both witnesses;
- The date of the homologation judgment of the protection mandate.

4. ASSETS (PATRIMONY)

All amounts entered must be as of the date of the homologation of the protection mandate.

Line 1: Cash/petty cash from housing resource; uncashed cheques

Record the cash in the estate of the mandator, cheques that have not yet been cashed or deposited, or the petty cash held in their housing resource.

Line 2: Bank accounts

Enter the number of each bank/folio account and the balance as of the date of the homologation of the protection mandate. Also include the name and full address of the financial institution.

Line 3: Investments

Enter the number and value of each investment as of the date of the homologation of the protection mandate. **Also enter the name and complete address of the investment companies/financial institutions and specify whether they are RDSPs, TFSA's, RRSPs, RRIFs, LIRAs, GICs, mutual funds, stocks, bonds, etc.**

Line 4: Accounts receivable

Enter amounts owed to the mandator (e.g., a tax refund, an upcoming estate, a court settlement, etc.). If you do not know the exact amount, please enter \$1.

Line 5: Mortgage receivable

Not to be confused with a mortgage payable (line 13).

Enter the amounts loaned in the name of the person you represent on real property or against collateral. If this is a new transaction, please attach the notarized contract to the inventory.

Line 6: Buildings and land

Describe the real estate owned by the person you represent. If a building is owned by more than one person, indicate the share (%) held by each. Specify whether they are insured or not. Indicate whether the value you are entering is the value from a certified appraiser or the municipal assessment. You must also include land that is free of construction in this section.

Line 7: Prearranged funeral contract

Enter the value of prearranged funeral services, if any, made on behalf of the mandator.

Line 8: Vehicles (automobile, ATV, motor home, boat, etc.)

Enter the current value of the vehicles owned by the mandator, along with the make and year of each.



Line 9: Life insurance

Enter the life insurance information for the person you represent only if there is a cash surrender value.

Line 10: Furniture and personal effects valued over \$100

Describe the personal effects of the mandator that have a value of more than \$100. Furniture, jewelry, art, fur coats and expensive sports equipment fall into this category. If you believe that certain objects are very valuable, you can have them appraised by an expert.

Line 11: Other assets

Include any other assets that you were unable to enter in sections 1 to 10. Give a brief description of each, including the current value.

It will be important to fill in lines 6 through 11 in future periodic management accounts as long as the person you are protecting owns those assets.

Total assets

Add up the value of the assets listed in sections 1 to 11 inclusive.

5. LIABILITIES (DEBTS)

All amounts entered must be as of the date of the homologation of the protection mandate.

Line 12: Bank loans (personal loans and lines of credit used)

Provide the name and address of the financial institution and list all outstanding balances (e.g., on a personal loan, car loan, credit card or line of credit used by the mandator).

Line 13: Mortgages payable

Enter all mortgage balances related to the buildings and/or land owned by the represented person.

Line 14: Other liabilities

Describe any other debts that you were unable to enter in items 12 and 13. Give a brief description of each, including the current value.

Total liabilities

Add up the value of the debts listed in items 12 to 14 inclusive.

Describe any contingencies that could change the value of the mandator's assets.

This section allows you to describe the assets in poor condition owned by the person you represent.

If you have other documents (endorsement of someone else's loan, current legal proceedings, etc.) that may affect the assets of the mandator, list them.

6. STATEMENTS, COPIES AND SIGNATURE(S) BY THE MANDATARY(IES)

Statements

This section also allows you to indicate the amounts that the mandator owes you and the amounts you owe them, as well as to confirm your willingness to correct the inventory, should you become aware of other assets that do not appear on the list you have just made.

Signatures

You must sign the inventory form, have it signed by both witnesses and include the date.

Each copy of the inventory must be signed by the mandatory(ies) and the two witnesses.