



# A Step-by-Step Process of Writing a Last Will & Testament

A Last Will and Testament is a legally binding document that stipulates how a person's assets, including real estate, personal property, and investments, are distributed after the person dies.

## Step 1 - Names of Testator:

In this first section, state your name (the Testator or Testatrix) in the appropriate area. In this case, a Testator is the individual who will be releasing their belongings, possessions and assets to other individuals once they pass away.

### LAST WILL AND TESTAMENT OF DAISY MEADOWS

#### RECITAL

I, Daisy Meadows, a resident of Palo Alto County within the State of California, make, publish and declare this to be my Last Will and Testament, thereby revoking any and all previous Wills and Codicils made by me.

*Disclaimer: This guide is provided to you as an informational product. It is not legal advice. You receiving and/or reading this document does not in any way constitute an attorney-client relationship. Use this guide only as an educational device. Make a list of questions and consult with a licensed estate attorney.*

## Step 2 - Add Relatives:

In this section, declare your marital status. If you are married, separated, engaged, or widowed, please list the name of the other individual.

### RELATIVES

I, Daisy Meadows, attest that I am single.

## Step 3 - Add Children:

First, declare how many children you have. For each child provide his or her name, date of birth, and whether or not they are living or deceased.

I have 1 child. The name and birth date of my child are as follows:

CHILD NAME	BIRTH DATE	LIVING OR DECEASED
<u>Jim</u>	<u>02/03/1979</u>	<u>Living.</u>

All references in this Will to my "child" or "children" are to the aforementioned children, as well as any children subsequently born to or adopted by me.

## Step 4 - Burial and Funeral Arrangements:

In this step, you will be listing your burial wishes and arrangements. If you know where you would like your funeral home arrangements made, or if arrangements have already been made, provide the following information:

- Funeral Home Name
- Address (including city, state, and zip code)
- Funeral Home Telephone Number

If you will have a repast following your service, provide the following details:

- Location of Repast
- Repast Address (including city, state, and zip code)

If you've made burial arrangements, provide the Cemetery Name and Address. In addition, if you have any memorial wishes, or if you'd like your ashes spread over a body of water or something similar, specify these wishes in this step as well.

### **BURIAL**

It is my request that my Executor shall make arrangements for my funeral services to be held and conducted at **Flowering Acres**, located at **4455 R 1/2 Rd, Mack, Colorado 85740** and whose telephone number is **999-888-7777**.

All costs and expenses associated with my burial requests shall be paid from the life insurance, if any, and/or proceeds of my estate.

## **Step 5 - Debts and Expenses:**

This section addresses your debts and expenses. In this section, declare the state laws in which any taxes, debts, assets etc., will be subject to.

### **DEBTS & EXPENSES**

Any and all my debts due and payable, including funeral, memorial and burial expenses, the expenses of the administration of my estate, all estate, inheritance and similar taxes payable with respect to property included in my probate estate, including any interest and/or penalties thereon, shall be paid out of my estate pursuant with the laws of the State of **California**, without apportionment or right of reimbursement from any beneficiary herein named in my Will.

## Step 6 - Outline Your Property:

If you own a home or property, specify that here. Provide the address of your home/property

- Address
- City
- State
- Zip Code

### **REAL PROPERTY**

I bestow and bequeath any interest which I may have in my home, including the real property and improvements, located at **1001 M 1/8 Rd, Loma, Colorado 84590** owned by me at the time of my death along with all insurance policies upon my home, subject to any loans, mortgages or other encumbrances pursuant to the attached Schedule - Beneficiary Designations.

I bestow and bequeath any interest which I may have in any other real estate, including the real property and improvements located at **102 G 1/4 Rd, Palisade, Colorado 85440** owned by me at the time of my death, along with all insurance policies upon such real property, subject to any loans, mortgages or other encumbrances pursuant to the attached Schedule - Beneficiary Designations.

## Step 7 - Pet Care:

If you wish for someone to take care of your pets after you pass away, provide the following information of his or her appointed caretaker or pet organization:

- Name
- Address (including city, state, and zip code)

In addition, provide the following information for each pet:

- Pet Type
- Pet Name
- Pet Veterinarian

## Step 8 - Appointment Of Executor or Trustee:

This section will allow you to appoint your Trustee or Executor. Do this by providing your Executor/Trustee's name, and his or her relationship to you. Be sure to provide an alternate in case your primary Trustee or Executor is unavailable.

In addition, if you have Digital Assets, be sure to appoint a Digital Executor. Digital assets are assets like royalties, copyrights, etc. If you have Digital Assets, be sure to list a Digital Executor by providing the following information:

- Name of Digital Executor
- Relationship to you

In addition, provide the same information for an Alternate Digital Executor:

- Name of Individual
- Relationship to you

### **APPOINTMENT OF EXECUTOR/TRUSTEE**

I appoint **Greg Billings, Lawyer,** to serve as Executor of my Will.

I appoint **Wells Fargo, Bank,** to serve as Trustee of any trust created under this Will.

I appoint **Greg Billings, Lawyer,** to serve as Digital Executor of my Will.

## Step 9 - Signatures:

This portion allows the Testator to certify and seal the Will, stating that they are of sound mind, and these are their wishes.

First, input your name (the Testator) in the appropriate area, and sign, certifying that these are your wishes. Next, provide the following information for each witness:

First Witness' Signature, and;

- Name
- Address (including city, state, and zip code)
- Telephone Number

Second Witness' Signature, and;

- Name
- Address (including city, state, and zip code)
- Telephone Number

**TESTATION CLAUSE**

The foregoing instrument was signed, sealed, published and declared by Daisy Meadows, the above named Testatrix to be such Testatrix's Last Will and Testament in our presence, all being at the same time, and we, at such Testatrix's request and in such Testatrix's presence and in the presence of each other, have subscribed our names as witnesses on the aforementioned date above

*Howard Shultz*

(First Witness Signature)

**Howard Shultz**  
**999 B 4/10 Rd**  
**Glade Park Colorado 85440**  
**777-562-4321**

*Jim Long*

(Second Witness Signature)

**Jim Long**  
**589 C 3/4 Rd**  
**Glade Park Colorado 85770**  
**858-342-1568**