



## Identification papers

- Passports
- Identity cards
- Driver's license, hunting permit, motorcycle license, boat license...
- Family register for your own household and for your parents
- Visas, green cards, residence cards
- Membership cards: clubs, NGOs, political parties ...
- Sports federation cards, professional qualifications...
- Your children's student ID cards
- Other membership or discount cards (transportation, shopping, large family discounts, etc.)



## Family

- Marriage licenses or civil partnership licenses
- Common law marriages: all related documents
- Divorce or separation ruling
- Paternity documents
- Adoption records
- Inheritance: all related documents
- Deeds of gift (between spouses, to heirs...)
- Debt records, security deposits...
- Pension benefits statements & payslips for survivor's benefits
- Wills & last testaments
- Assets acquired during marriage: all relevant proofs of purchase
- Court documents, powers of attorney, legal guardianship records...



## Insurance

- Home insurance policy (with or without personal liability)
- Auto, boat, motorcycle insurance policies...
- School insurance policy
- Copy of your termination letter and acknowledgement of receipt
- Record of claims and payments made by the insurer
- Term life insurance policy (associated with a mortgage or taken out independently)
- Pre-paid burial agreements
- Records pertaining to personal injuries (invoices, expert assessments, medical records)
- Business insurance policy, etc.



## Invoices

- Furniture
- Household appliances, sound system...
- Computers
- Warranty extensions
- Certificates of authenticity (jewellery, furniture, art...)
- Photographs of goods
- Expert appraisals
- Contractors' invoices (plumber, shoemaker, upholsterer, auto mechanic, appliance repairs, painter...)
- Holiday receipts (hotel and restaurant bills, train or plane tickets, cruise, travel agency documentation, pictures taken on holiday, etc.)



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## Savings - Life insurance

- Life insurance policies
- Employee savings
- Securities
- Mortgage/loan agreements



## Health

- Children's health records
- Vaccination records for each family member
- Blood group cards for each family member
- Medical exams and analyses
- Old medical diagnoses
- Surgical records
- Advance health care directives
- Workplace accidents: complete records
- Social security card
- Supplementary health care card: individual, employer or school-provided
- Old medical diagnoses, etc.
- Memo > Allergies, contraindications
- Memo > Long-term treatments
- Memo > Blood group cards for each family member
- Memo > Name and address of primary care physician



## Employment-related papers

- Hiring letters and work contracts
- Pay slips
- Final settlement letter after resignation or dismissal



## Retirement

- Pay slips
- Work contracts
- Dismissal letters, Work certificates
- Proof of work leave, maternity leave
- Severance pay
- Proof of unemployment
- Family register
- Parental leave certificate
- Pension benefits statements



## Housing

### Tenant:

- Lease
- All mail exchanged with the owner
- Renters' insurance policy
- Incoming and outgoing inventory of fixtures
- Maintenance contract for individual furnace and the corresponding invoices
- Rent receipts and proof of maintenance costs,
- Invoices for improvement work done in the house with the landlord's approval
- Annual chimney sweeping certificate, if necessary.

### Owner:

- Ownership records (notarized deed of sale, appraisal, act of partition...)
- Proof of renovations performed
- Final settlement statements
- Minutes of co-owners' meetings
- Documents related to property management company
- Co-ownership payments
- Home Owners' Association payments
- Contracts attesting to work completion
- Architect's contracts
- Invoices and proof of payment for renovations
- Work inspection records
- Structural damage insurance policy



## Loan documents

- Loans in progress (revolving, housing, cars, etc.)
- Proof of mortgage payments
- Proof of consumer loan payments
- Loan contracts, debt records, licensing, security deposits, etc.

## Cars - Motorcycles

- Car title and registration
- Proof of insurance
- Bill of sale
- Purchase invoice and the warranty expiration date
- Repair invoices
- Proof of fine payment
- Vehicle repair invoices
- Loss of driver's license points, to monitor dates on which they can be recovered



## Personal

- Accounting records
- Address book and telephone directory
- Passwords and various access codes
- Computer software licenses and activation keys
- Emergency contacts: doctor, insurer, solicitor, barrister, bank advisor, accountant, number to call in case of credit card loss or theft
- Mail, manuscripts and photos
- Memo > IMEI number for all cell phones in the household
- Memo > Credit cards



## Bank

- Direct debit orders
- Deposit slips
- Account statements



## Taxes

- Tax returns
- Proof of tax reductions and deductions
- Tax assessment
- Local taxes and proof of payment



## Diplomas

- University diplomas
- Professional diplomas
- Professional cards
- Academic records



## Technical manuals

- Automation
- Programmers



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