

# ENDURING POWER OF ATTORNEY'S CHECKLIST

**Your role as an Attorney of someone's Enduring Power of Attorney is an important and responsible one.**

*You owe a duty of care so it is important to fully understand your responsibilities.*

*It is essential that an attorney knows what has to be done and acts promptly.*

*Remember that you can call on the services of an experienced lawyer to assist you.*

**Here is a checklist to help you complete the range of tasks required of you.**

## Their Lifestyle

	Checked (Tick)
Is their current home suitable	<input type="checkbox"/>
Do they need help or care	<input type="checkbox"/>
Does home need any work	<input type="checkbox"/>
Is home insured	<input type="checkbox"/>
Do I need to look for alternative accommodation	<input type="checkbox"/>
Where do they keep their important documents	<input type="checkbox"/>

## Their Finances

What are their assets	<input type="checkbox"/>
What are their debts	<input type="checkbox"/>
What are their bank accounts	<input type="checkbox"/>
How do they pay the bills	<input type="checkbox"/>
Are their tax returns up to date	<input type="checkbox"/>
Does Centrelink need to be contacted	<input type="checkbox"/>
Do they have online accounts	<input type="checkbox"/>

## NOTE

This document provides general information only and does not constitute legal advice. For comprehensive advice please contact us.

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## Their Health

Checked  
(Tick)

What are their medical conditions

Who is their GP

Do I need to contact them

Do they have any specialists

## Their Advisors

Do they have a lawyer

Should I contact them

Do they have a financial advisor

Should I contact them

## Their Will

Do they have a Will

Where is it

Have I read it

Do I need to do anything about it

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