

WASHINGTON WILLS

Writing Disposing of Tangible Personal Property Template

This is the cover page for a free model form downloaded from Washington Wills. You should only use this template if you are following our instructions at www.wa-wills.com for making your own simple will and have decided, based on those instructions, that you also wish to maintain a writing disposing of tangible personal property. The instructions in this document explain how to use this template, but they will not help you decide whether this template is appropriate for you to use.

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Instructions for This Template

Keeping a writing, separate from your will, for giving away your tangible personal property is entirely optional, and you do not need to keep one to have a will. In our instructions for drafting a simple will, on www.wa-wills.com, we recommend against keeping such a writing for the reasons we explained in those instructions.

The writing must describe the items of tangible personal property and the beneficiaries who you want to receive the items with reasonable certainty. Examples of tangible personal property are: jewelry, furniture, collections, computers, vehicles, pets, and art work. Your writing may not be used to give away any property that is not within the strict definition of “tangible personal property.” For example, you cannot use your writing to give away cash, bank or stock accounts, liquid assets of any kind, or real estate. You should try to be as specific as you can in your description of the tangible personal property in your writing. You are free to change your writing at any time, which allows you flexibility for adding or subtracting items or changing beneficiaries without changing your will.

To make your writing disposing of tangible personal property, print a copy of the final page of

this document, which will be the first page of your writing. To add additional pages to your writing, print additional copies of the final page of this document. You will need to date and sign each such page, and write in a page number on each page (starting with 1, and increasing as you add more pages).

Before you start listing gifts in the writing, you need to start the writing with an introductory statement. In your own handwriting, write the following at the top of the first page of your writing:

In my will I have mentioned that I wish to leave the disposition of certain items of tangible personal property in a memorandum. This is my memorandum concerning the disposition of certain items of tangible personal property.

At the end of that portion of the statement, you will add one (and only one) more sentence from among the three options below.

OPTION 1 — If you are single (whether never married, divorced, a widow, or a widower), add this sentence:

I hereby give the following items of tangible personal property as listed below:

OPTION 2 — If you are married or have a state registered domestic partner, and you want the gifts on your list to be given to the beneficiaries you list in your writing even if your spouse or domestic partner survives you, add this sentence instead (replacing the bracketed text with your spouse or domestic partner’s full legal name):

Whether or not [spouse or domestic partner’s name] survives me, I give the following items of tangible personal property as listed below:

OPTION 3 — If you are married or have a state registered domestic partner, and you want the gifts on your list to be given to the beneficiaries you list in your writing ONLY if your spouse or domestic partner does not survive you, add this sentence instead (replacing the bracketed text with your spouse or domestic partner’s full legal name):

In the event that [spouse or domestic partner’s name] does not survive me, I give the following items of tangible personal property as listed below:

Finally, below your handwritten statement, draw a line across the page and write “Item Description” above the left side of the line, and write “Beneficiary and current address” above the right side of the line, imitating the line below:

Item Description _____ Beneficiary and current address _____

For each gift of tangible personal property, write a description of the tangible personal property under this line on the left side of the page, and next to each item on the right side of the page write the beneficiary's name and current address. Continue until you have finished. When you are done, you should store your writing in the location you identified for it when you mentioned it in your will. If you store your writing with your will, do not staple the writing to the will.

Here is an example of how gifts might look in your writing (in your handwriting, of course):

<u>Item Description</u>	<u>Beneficiary and current address</u>
my collection of antique European coins	Maria Andrews (my sister) 555 W Harrison St Chicago, IL 60607
my gold necklace with diamonds on a cross, which used to belong to my grandmother	Maria Andrews 555 W Harrison St Chicago, IL 60607
my cat, Murphy	Larry Watkins (my friend) 128 N 2nd Street Yakima, WA 98901

Signature / Printed name / date

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