

### Quick Reference – Real Estate

Address				
Description				
Ownership on Title				
Date Purchased				
Cost Basis				
Current Value(guess)				
1.Original Mortgage Amount 2.Second Mortgage Amount				
1.Monthly Payment 2.				
1.Payment Date 2.				
1.Payment Address 2.				
1.Auto Pay 2.Mail Pay				
1.Mortgage Holder 2.				
1.Loan Number 2.				
1.Holder Phone # 2.				
FireInsurance				
Agent Name				
Agent Address				
Agent Phone #				
Tenant Name				
Tenant Phone				
Folder location*				

\*Keep insurance policy, title, mortgage papers, lease, etc. in each folder