FREE WORKSHEET · SOLO HOUSEHOLD ADMIN

Where *Everything* Is

A document and access index for a household of one. Write where each item lives — a folder, a safe, a binder, or a named digital vault — and who else can find it. Do not write full passwords on this page.

Prepared by Gustav Emilio. · November 2026 · Fill in by hand. Keep a copy with someone you have chosen. · themissingprompt.com



Note: This is general information, not legal, financial, medical or tax advice. Rules, rates and limits change. Talk to a licensed professional before you decide.

HOW TO USE THIS PAGE

Keep the filled page where a person you have chosen can find it in a hurry. Give them a copy, or tell them where this one is. Review the locations after any move, new policy or new device. For digital accounts, record only a hint (the manager you use, or a sealed envelope) — never the password itself.

ITEM	WHERE IT IS KEPT	WHO ELSE CAN FIND IT	LAST CHECKED
Identity documents (passport, national ID, residence card)			
Social security / personal identity number records			
Lease, deed, or mortgage papers			
Home or renter insurance policy			
Health insurance policy and card			
Life, income-protection or disability policy			
Will, or note that none has been signed yet			
Power of attorney or equivalent			
Healthcare directive or medical proxy papers			
Bank and investment account list (no logins)			
Recurring payments and bill list			
Tax records — where the latest return is kept			
Vehicle title, registration and insurance			
Spare keys — who holds them, and for what			
Email and cloud accounts — password manager name only			
Phone, laptop and device PINs — sealed note, not this page			
Doctor, landlord and insurer contacts (or ICE card)			
Other (name it): _____			

A copy of this page is held by _____

Date last reviewed _____

A paper index. The Solo Autonomy Operating System keeps documents, digital access and a review cycle together as a working system — at Solo by Choice. Pair this page with the ICE card if you like.

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