Lake House PRIVATE WEALTH MANAGEMENT

CLIENT & CO-CLIENT

Discovery *Workbook.*

Everything we need to build your plan — your goals, your resources, and what retirement should actually feel like.

This workbook is for both of you. Complete it together or separately — your answers do not need to match. In many cases, differences are actually helpful in shaping a more complete plan.

YARDLEY, PA · PHILADELPHIA – PRINCETON CORRIDOR
lakehouse-wealth.com

BEFORE WE BEGIN

A little gathering goes a long way.

This workbook collects the information we need to build your retirement plan — your goals, and the resources available to fund them. Round numbers and best guesses are fine; statements can fill in the precision later. Gather what you can from the checklist below before you start, and skip anything that doesn't apply.

Thank you in advance for the time this takes. The sooner the facts are on paper, the sooner we get to the real work: a plan built around what you actually want.

Statements

- [ ] Social Security (ssa.gov)
- [ ] Bank
- [ ] Investment
- [ ] Retirement accounts
- [ ] College savings
- [ ] Mortgage

Retirement Income

- [ ] Pension
- [ ] Annuity income
- [ ] Alimony
- [ ] Part-time work
- [ ] Royalties
- [ ] Rental properties

Insurance

- [ ] Life (cash value)
- [ ] Group term
- [ ] Long-term care
- [ ] Disability
- [ ] Auto · Home
- [ ] Umbrella

Investment Assets

- [ ] Employer plans (401k/403b/457)
- [ ] Traditional IRAs
- [ ] Roth IRAs
- [ ] Taxable / brokerage
- [ ] HSA
- [ ] Annuities
- [ ] 529 plans

Liabilities & Debt

- [ ] Mortgages
- [ ] Equity lines of credit
- [ ] Vehicle loans
- [ ] Business loans
- [ ] Credit cards
- [ ] Student loans

Other Assets

- [ ] Home(s)
- [ ] Real estate
- [ ] Business interests
- [ ] Collectibles
- [ ] Personal property
- [ ] Expected inheritance

For balances and debts, note the current amount, the interest rate, and when it ends. Estimated values are fine for property, collectibles, and anything without a statement.

GET STARTED

Personal information.

	Client (C)	Co-Client (Co)
Name		
Date of birth		
Email		
Employment status	☐ Employed ☐ Retired ☐ Owner ☐ Homemaker	☐ Employed ☐ Retired ☐ Owner ☐ Homemaker
Employment income	$	$
Other income (non-investment)	$	$
Marital status		
State of residence		

IMPORTANT RELATIONSHIPS

Anyone who belongs in this plan — children, grandchildren, charities — for gifting, goals, beneficiaries, or insurance.

Name	Date of birth	Relationship

Expectations & concerns.

What do you most look forward to? What worries you? Check what applies — separately is fine.

Retirement expectations	Client	Co-Client
No work at all	☐	☐
Part-time work for a few years	☐	☐
Never completely retire	☐	☐
An active lifestyle	☐	☐
A quiet lifestyle	☐	☐
Time to travel	☐	☐
Time with friends and family	☐	☐
Opportunity to help others	☐	☐
Moving to a new home	☐	☐
Starting a business	☐	☐
Less stress — peace of mind	☐	☐
Other:	☐	☐

Retirement concerns	Client	Co-Client	Degree (H / M / L)
No longer having a paycheck	☐	☐	
Running out of money	☐	☐	
Suffering investment losses	☐	☐	
Leaving money to others	☐	☐	
Spending too much	☐	☐	
Cost of health care or long-term care	☐	☐	
Current or future health issues	☐	☐	
Living too long · dying early	☐	☐	
Serious illness (e.g., Alzheimer's)	☐	☐	
Going into a nursing home	☐	☐	
Being bored · too much time together	☐	☐	
Parents needing care	☐	☐	
Family needing financial help	☐	☐	
Care for a child with special needs	☐	☐	
Other:	☐	☐	

DISCOVERY

When — and for how long.

RETIREMENT AGE

Already retired? Skip to Planning Age. Otherwise, enter your ideal retirement age, then tell us how flexible that date really is — willingness to delay is one of the most powerful levers a plan has.

	Client	Co-Client
Ideal retirement age	Age:	Age:
How willing are you to retire later, if it helps fund your goals?	☐ Not at all ☐ Slightly ☐ Somewhat ☐ Very	☐ Not at all ☐ Slightly ☐ Somewhat ☐ Very
What order of retirement do you prefer?	☐ Both retire in the same year ☐ Either can retire first	

PLANNING AGE · LIFE EXPECTANCY

Your plan has to cover expenses for the length of your retirement, so it helps to think honestly about how long that might be. These three questions let us set a reasonable planning age.

	Client	Co-Client
Are you a smoker?	☐ Yes ☐ No	☐ Yes ☐ No
For your age, how would you rate your health?	☐ Poor ☐ Good ☐ Excellen	☐ Poor ☐ Good ☐ Excellent
Compared to others, how long do family members tend to live?	☐ Shorter than average ☐ About average ☐ Longer than average	☐ Shorter than average ☐ About average ☐ Longer than average

Needs, wants, and wishes.

On the pages that follow, rate each goal's importance from 10 to 1. The rating sorts your goals into Needs (what you must have), Wants (what you would like to have), and Wishes (what you dream of having) — so when trade-offs appear, the plan already knows what wins.

NEEDS	WANTS	WISHES
10 · 9 · 8	7 · 6 · 5 · 4	3 · 2 · 1

NEEDS · THE FOUNDATION

Living Expense covers day-to-day life in retirement — food, clothes, utilities. Health Care captures out-of-pocket costs beyond the basics, like a Medicare supplement. Keeping them separate shows exactly what it takes to pay the bills for the rest of your life. Not sure of the number? Use the Budget worksheet near the end.

Importance	Description	Annual amount
10	Living Expense	$
10	Health Care (out-of-pocket)	$

Don't double count: if a car has its own goal below, leave the purchase price out of Living Expense (but keep gas, taxes, and maintenance in).

ADJUSTMENTS TO LIVING EXPENSE

Some expenses inside your Living Expense will end during retirement — a mortgage, tuition. List them and the year they stop, and your plan reduces the number automatically.

Description	Annual amount	Year it ends	Inflates?
	$		☐
	$		☐
	$		☐
	$		☐

Vehicles and everything else.

VEHICLES

To be sure you'll be driving what you want, give car purchases their own goals. Use the amount you'd need after a trade-in.

Imp. 10–1	Description	Start year	C	Co	Both	Amount after trade-in	How often	How many times
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		

OTHER NEEDS

Did we miss something? If it's expensive or important, it deserves a line here — with a good description.

Imp. 10–1	Description	Frequency	Start date	Cost per year / month
		☐ One time ☐ Recurring		$
		☐ One time ☐ Recurring		$
		☐ One time ☐ Recurring		$
		☐ One time ☐ Recurring		$
		☐ One time ☐ Recurring		$

Wants and wishes.

Travel, a second home, college for a grandchild, weddings, gifts, charitable giving, a business, a celebration worth planning around — if it costs money and matters to you, it belongs here.

WANTS · 7 – 4

Imp. 10–1	Description	Start year	C	Co	Both	Amount	How often	How many times
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		

WISHES · 3 – 1

Imp. 10–1	Description	Start year	C	Co	Both	Amount	How often	How many times
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		
			☐	☐	☐	$		

Retirement income.

SOCIAL SECURITY

If available, bring your estimate from ssa.gov.

	Client	Co-Client
Eligible?	☐ Yes ☐ No Receiving now: $	☐ Yes ☐ No Receiving now: $
Benefit amount	PIA: $	PIA: $
When to start	☐ At full retirement age ☐ At age ☐ At retirement	☐ At full retirement age ☐ At age ☐ At retirement

PART-TIME WORK & OTHER INCOME

Part-time work, rental property, annuities, royalties, alimony. Pre-tax amounts, starting at retirement unless noted. Leave out interest and dividends from your investments — those are already counted.

Description	C	Co	Monthly income	Ends (year or # of years)
	☐	☐	$	
	☐	☐	$	
	☐	☐	$	
	☐	☐	$	

PENSION INCOME

Bring the pension statement if you have it. For a lifetime pension, write "End of life" in the Ends column.

Description	C	Co	Monthly income	Start year	Ends (year or # yrs)	% survivor benefit	Inflates?	GPO?
	☐	☐	$				☐	☐
	☐	☐	$				☐	☐
	☐	☐	$				☐	☐
	☐	☐	$				☐	☐

RESOURCES

Investment assets.

Reasonable estimates are fine — statements can carry the precision. Annual additions include what you contribute each year.

CLIENT

Investment type	Current value	Annual additions	Cash %	Bond %	Stock %
Retirement plans (401k / 403b / 457)	$	$			
• Employer match	$	$			
Traditional IRA	$	$			
Roth IRA	$	$			
529 savings plan	$	$			
Annuities	$	$			
HSA	$	$			
Taxable / brokerage	$	$			
Other:	$	$			

CO-CLIENT

Investment type	Current value	Annual additions	Cash %	Bond %	Stock %
Retirement plans (401k / 403b / 457)	$	$			
• Employer match	$	$			
Traditional IRA	$	$			
Roth IRA	$	$			
529 savings plan	$	$			
Annuities	$	$			
HSA	$	$			
Taxable / brokerage	$	$			
Other:	$	$			

Joint accounts & beneficiaries.

JOINT ACCOUNTS

Account / investment type	Current value	Annual additions	Cash %	Bond %	Stock %
	$	$			
	$	$			
	$	$			
	$	$			
	$	$			
	$	$			
	$	$			

BENEFICIARIES

Account name	Primary beneficiary	%	Contingent	%

EXTRA SAVINGS

The maximum additional amount you could save each year, above what you save today:	$
How willing are you to save more?	☐ Not at all ☐ Somewhat ☐ Slightly ☐ Very

Other assets & liabilities.

OTHER ASSETS

Homes, real estate, business interests, personal property, collectibles, expected inheritances — with your best estimate of value.

Description	C	Co	Joint	Current value	Planning to sell?	Year sell / receive	Cash received (after-tax)
	☐	☐	☐	$	☐ Yes ☐ No ☐ Only if needed		$
	☐	☐	☐	$	☐ Yes ☐ No ☐ Only if needed		$
	☐	☐	☐	$	☐ Yes ☐ No ☐ Only if needed		$
	☐	☐	☐	$	☐ Yes ☐ No ☐ Only if needed		$
	☐	☐	☐	$	☐ Yes ☐ No ☐ Only if needed		$
	☐	☐	☐	$	☐ Yes ☐ No ☐ Only if needed		$

LIABILITIES

Mortgages, equity lines, vehicle and business loans, credit cards, student loans.

Description	C	Co	Joint	Current balance	Monthly payment	Term / end year	Interest rate
	☐	☐	☐	$	$		
	☐	☐	☐	$	$		
	☐	☐	☐	$	$		
	☐	☐	☐	$	$		
	☐	☐	☐	$	$		
	☐	☐	☐	$	$		

Risk tolerance & employer equity.

RISK SCORE

On a scale of 1 to 100 — 1 the lowest risk, 100 the highest — how much market risk are you willing to accept? Not sure? Guess. We'll pressure-test it together and revise as needed.

	Client	Co-Client
Risk score (1–100)		

For reference, the most common household scores by age: under 50 is 54, 50–64 is 50, and over 64 is 47. Your number should reflect your own willingness to accept risk — not the average.

EMPLOYER EQUITY AWARDS

Stock options, RSUs, restricted stock, performance shares, SARs, and cash awards. This is where much of our planning lives — grant statements are gold. Include the vesting schedule and, for options and SARs, when you expect to exercise.

Award type	Symbol	# of grants	Grant date	Grant price	First vest	Vest frequency (A / SA / Q / M)	Exercised when?
				$			
				$			
				$			
				$			
				$			
				$			

If you hold company stock outright — in a brokerage account, ESPP, or 401(k) — note it under Investment Assets and flag it here so we can plan around the concentration.

PROTECTION

Insurance & estate documents.

INSURANCE

What's in place today — we'll review whether the coverage still fits, separate from whoever sold it.

	Client		Co-Client		Notes
Group / term life insurance	☐ Yes	☐ No	☐ Yes	☐ No	
• Death benefit	$		$		
Cash-value life insurance	☐ Yes	☐ No	☐ Yes	☐ No	
• Death benefit	$		$		
• Cash value	$		$		
Disability insurance	☐ Yes	☐ No	☐ Yes	☐ No	
Long-term care insurance	☐ Yes	☐ No	☐ Yes	☐ No	
Umbrella liability	☐ Yes	☐ No	☐ Yes	☐ No	

ESTATE

A quick inventory of the documents — completing this section helps us review your estate plan.

	Client		Co-Client		Notes
Will	☐ Yes	☐ No	☐ Yes	☐ No	
• Includes a bypass trust provision	☐ Yes	☐ No	☐ Yes	☐ No	
• Date documents were last reviewed					
Revocable / living trust	☐ Yes	☐ No	☐ Yes	☐ No	
Medical directive	☐ Yes	☐ No	☐ Yes	☐ No	
Power of attorney	☐ Yes	☐ No	☐ Yes	☐ No	

If you have wills, trusts, or beneficiary designations drafted around a prior marriage, an old employer, or a business that's since been sold — tell us. Outdated documents are one of the most common (and most fixable) gaps we find.

OPTIONAL

Budget worksheet.

Only if you're unsure of your Living Expense number — fill in current and expected retirement amounts (monthly or annual, just be consistent), and the totals become your answer.

PERSONAL & FAMILY

	Current	Retirement
Groceries		
Dining		
Clothing		
Cell phone · internet		
Entertainment · recreation		
Hobbies		
Travel · vacation		
Gifts · charitable giving		
Child care · support		
Club dues		
Personal care		
Pet care		
Household items		
Healthcare		
Credit card debt payment		
Cash · miscellaneous		
Other:		
TOTAL		

PERSONAL INSURANCE

	Current	Retirement
Life		
Disability		
Long-term care		
Medical		
Umbrella liability		
TOTAL		

HOME

	Current	Retirement
Mortgage / rent		
Equity line		
Real estate tax		
Homeowner's insurance		
Association fees		
Electricity		
Gas / oil		
Water · sewer · trash		
Cable · streaming		
Lawn care · maintenance		
Furniture		
Other:		
TOTAL		

VEHICLES

	Current	Retirement
Loan / lease		
Auto insurance		
Fuel		
Repairs · maintenance		
Parking · tolls · property tax		
TOTAL		

ALL EXPENSES

	Current	Retirement
GRAND TOTAL		

NOTES & QUESTIONS

Anything we should know?

Concerns we didn't ask about, context behind a number, questions for our first working session — this page is yours.

Done? Send it back — *we'll take it from here.*

Return this workbook with your statements, and we'll organize everything into a first set of ideas before we meet again. Questions along the way? Call or email — a partner answers.

chris.gatsch@lakehouse-wealth.com Office 609-552-8590 · Mobile 609-647-9876 · lakehouse-wealth.com