# Client Financial Questionnaire

*Name:* \_\_\_\_\_



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#### Client Financial Questionnaire

#### Overview

The first step in creating a meaningful financial plan is to have a thorough understanding of the client's current situation, their needs and objectives. The attached client financial questionnaire will give our team the information we need to understand you as individuals, your dreams and aspirations, as well as the details of your particular assets. The more information we have, the better position we will be in to create a meaningful financial plan together.

#### Instructions

This questionnaire is your first step in organizing your resources in order to focus on a financial plan. Please fill in the information requested, being as complete in your answers as possible. The privacy and confidentiality of your information is very important to us. We adhere to all privacy and confidentiality requirements for all entities whose products or services we offer.

A review of your financial situation requires that the clearest picture of your past and present financial decisions be presented. These decisions can be reflected in a number of documents (see Checklist of Needed Documents).

- 3. Please answer the Financial Priorities checklist attached.
- 4. We will be able assist you in organizing your resources when you provide these documents along with this completed questionnaire. We stand ready to assist you in gathering information requested. Please call if any items need clarification or if you have any questions.

Your assistance in the above matter is most appreciated. We are looking forward to being of service to you.

#### **Financial Priorities**

Please number in order of priority the six areas that you feel are most important to you at this time, with "1" being the most important.

Accumulate sufficient assets to provide a comfortable retirement income.	
Protect assets and their accumulation from the effects of inflation.	
Provide educational funds for my children/grandchildren.	
Provide support for a dependent other than a child.	
Minimize my personal income taxes.	
Develop an appropriate investment strategy.	
Arrange my portfolio to reduce the risk of loss.	
Provide an adequate standard of living in the event of death.	
Establish proper wills and trusts for non-tax purposes.	
Reduce or avoid taxes on my estate.	
Reduce insurance costs while being sure that coverage is appropriate.	
Organize my important papers, documents and financial affairs.	
Use the tax advantages of charitable giving.	
Provide an adequate standard of living in the event of disability.	
Manage my affairs well during retirement.	
Protect my assets in the event of long-term care (nursing home, assisted living, e	etc.)
Preserving my estate for the benefit of children/grandchildren	

# Items of Interest to be Discussed

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# Family Information

First Name	Middle_		_ Last_		
Birth Date (mm/dd/yy)/	/	Gender:	Male	Female	
Home Address					
City				Zip _	
Office Address					
City		State		Zip _	
Home Phone Number ()		Best time	to call:		
Office Phone Number ()		Best time	to call:		
Email Address					
Spouse Information					
First Name	Middle_		Last_		
Birth Date (mm/dd/yy)/	/	Gender:	Male	Female	
Home Address					
Office Address				-	
Home Phone Number ()					
Office Phone Number ()		Best time	to call: _		
Email Address					
Dependents					
First Name Middle Name Last	Name	Relationship		rth Date	Gender
			(mm	n/dd/yyyy)	(M/F)

## Personal Assets

Type of Property	Market Value	Cost	Pledged Y or N
Real Estate ó Homestead (address)			
Real Estate ó Second Home (Address)			
Automobile 1 (Make, Model & Year)			
Automobile 2 (Make, Model & Year)			
Automobile 3 (Make, Model & Year)			
Personal Property (Home Furnishings)			
Boat (Make, Model & Year)			
Motorcycle (Make, Model & Year)			
Collectibles - Type			
Note Receivable (Borrower, Rate, Date, Amt.)			
Other			

#### Personal Liabilities

Institution	Purpose	Original Date (mm/yr)	Original Amount	Balance	Interest Rate	Annual Payment
	Mortgage					
	Mortgage					
	Home Equity					
	Auto					
	Credit Card					
	Credit Card					
	Credit Card					

### **Business Interests**

Business Name	Business Type (C, S, Part, LLC)	% Owned	Market Value	Cost	Annual Income

# Lifestyle Expenses

Category	Monthly	Annual
Home Maintenance – Primary Home		
Cable TV		
Groceries		
Homeowners Association		
Lawn/Landscaping		
Maid		
Telephone/Cell		
Utilities		
Pet Care		
Real Estate and Property Taxes		
Home Furnishings		
Housing Repairs & Maintenance		
Homeownerøs Insurance		
Mortgage		
Home Equity Loan		
Total Home Maintenance		
Home Meintenance Count Home (if		
Home Maintenance – Second Home (if applicable)		
Transportation		
Automobile Lease		
Automobile Lease		
Automobile Fuel		
Automobile Repairs/Maintenance		
Automobile Insurance		
Total Transportation		
Entertainment		
Country Club Dues		
Dining Out		
Health Club Expense		
Total Entertainment		
Travel		
Hotel/Airfare/Other		
Total Travel Expenses		
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Charitable Donations		
Scheduled Gifts to Trusts and/or Individuals		

Category	Monthly	Annual
Personal		
Clothing ó Husband		
Clothing ó Wife		
Personal Care ó Husband		
Personal Care ó Wife		
Other Miscellaneous		
Total Personal		
Medical/Dental		
Health/Dental Insurance		
Prescriptions		
Doctor/Hospital		
Total Medical/Dental		
Insurance		
Umbrella Liability Insurance		
Life Insurance Premiums		
Total Insurance		
Debt Service		
Credit Card Debt		
Other Liabilities		
Total Debt Service		
G. I.		
Children		
Allowance		
Medical and Dental		
Education		
Activities		
Total Children		
Savings		
Pre-tax Savings (401k, etc.)		
After-tax Savings		
Total Savings		
Total		

## Checklist of Needed Documents

<u>Obtained</u>	<u>Financial</u>
	Current account statement(s) for brokerage/checking/savings accounts
	Current account statement(s) for IRA/401(k) accounts
	Current account statement(s) for college savings
	List of automobile/boats/motorcycles/etc. with estimated market value
	Life insurance policies – face page and tables of guaranteed cash values
	List of personal assets, excluding business interests (worksheet attached)
	List of personal liabilities (worksheet attached)
	Copy of current mortgage statement on home(s)
	Two most recent years of personal federal and state income tax returns
	Two most recent pay stubs for both husband and wife if both employed
	W2 from last year if personal federal income tax return not filed
	Employer benefit statement showing pension benefit, group term life insurance coverage, group disability coverage etc.
	Estate Wills Health Care and Financial Powers Trust Documents – Revocable, irrevocable, children's & spousal
	Business Information
	List of business interests – C Corps, S Corps, Partnerships (see worksheet)
	Two most recent years of business federal and state income tax returns for each business
	Existing business agreements
	Buy Sell agreements
	Deferred Compensation
	Employment Contract – self and/or key employees
	Future business investments/plans
	Current account statement(s) for business checking/savings

## Checklist of Needed Documents Continued

<b>Obtained</b>	<u>Miscellaneous</u>
	List of monthly/annual lifestyle expenses (worksheet attached)
Ш	Any other documents you feel will be helpful
Please feel free to promptly.	o provide original documents, as we will photocopy and return to you
	Additional Comments