

Personal Property *Cataloging*

EK

KUPUNA KEEPERS LLC
DBA ESTATE KEEPERS

PROPRIETARY METHOD BRIEF · CONFIDENTIAL · FOR AUTHORIZED REVIEW ONLY

A discreet, professionally organized photographic record of designated high-value contents — art, collectibles, jewelry, and furnishings — archived in a restricted-access EK Vault™ folder for fiduciary, insurance, and post-event clarity.

O1 THE PROBLEM

When something is missing, the record is what matters.

High-value residential estates in Hawaii frequently contain personal property of significant worth — original art, sculptural pieces, jewelry, antiques, collectibles, and custom furnishings that have never been formally documented. They exist in the property, they are known to the owner, and they are assumed to be there when the owner returns.

That assumption holds until it doesn't. A theft, a water event, a fire, a transition of custody, a beneficiary dispute — any of these situations immediately transforms "we know it was there" into a liability gap. Without a documented record of what existed, when it was last confirmed present, and what condition it was in, the fiduciary's position is difficult and the owner's claim is weakened.

Personal Property Cataloging closes that gap with a simple, professional, photographic record — organized, archived, and accessible.

ESTATE KEEPERS

"The question is never whether the property was valuable. The question is whether its existence can be proven."

O2 THE SERVICE

Photographic documentation. Nothing more. Nothing less.

Personal Property Cataloging (PPC) is a dedicated photographic documentation service for designated high-value contents within an EK-enrolled estate. It is performed by the EK Principal Inspector during a separate, scheduled add-on engagement — distinct from the weekly inspection cadence.

IMPORTANT SCOPE LIMITATION

EK does not appraise, value, authenticate, or provide expert opinion on any item documented under PPC. The service produces a photographic existence and condition record only — organized, timestamped, and archived. For formal appraisal or valuation, EK recommends engaging a licensed appraiser or auction house specialist.

PPC COVERS	PPC DOES NOT COVER
Original artwork — paintings, prints, sculpture	Appraisal or estimated market value of any item
Jewelry and watches designated by the client	Authentication or provenance verification
Antiques and decorative objects of significance	Firearms and weapons — excluded by policy
High-value custom furnishings and rugs	Cash, currency, or negotiable instruments
Collections — wine, books, ceramics, silver	Items the client designates as restricted or private
High-end audio, visual, or technology equipment	Items not accessible or not designated for documentation

03 THE DELIVERABLE

A catalog that is actually useful.

Every PPC engagement produces a **PPC Catalog** — a structured, professionally formatted PDF document organized by room and category. The catalog is archived in a restricted-access folder within the EK Vault™, separate from standard inspection documentation. Access requires independent authorization and is managed independently of the standard Vault passcode.

Each catalog entry includes:

CATALOG ENTRY CONTENTS

Item photograph — multiple angles for significant pieces · Room or location within the property · Item description — medium, approximate dimensions, notable characteristics · Observed condition at time of documentation · Date of documentation — timestamped and metadata-preserved

For qualifying engagements, EK utilizes AI-assisted cataloging to generate item descriptions directly from photography — reducing production time and ensuring consistent, professional language across every entry. The catalog is reviewed and approved by the EK Principal Inspector before delivery.

04 ENGAGEMENT & PRICING

PPC engagements are **scoped and quoted individually**. Scope is assessed in a brief conversation with the client or fiduciary — covering the number of rooms, nature of contents, and any special access or handling requirements. Every engagement is quoted as a flat fee, invoiced and collected in advance of the session.

TYPICAL ENGAGEMENT RANGE

\$2,500 — \$8,500+

Range reflects scope variation from a focused single-room engagement to a whole-property catalog with semi-annual updates. Complex or large-scope properties may be quoted above range. All fees are flat — no hourly billing, no per-item charges.

Update visits — for clients requiring ongoing catalog maintenance as collections evolve — are quoted separately at the time of scope discussion. Updates are scheduled at the client's direction and cover new acquisitions, removals, and condition changes since the prior catalog.

05 WORKFLOW

Every PPC engagement follows a defined five-step workflow from authorization through catalog delivery. The process is designed to be low-friction for the fiduciary and completely independent of the weekly inspection schedule.

- 01 Written Authorization**

Client or fiduciary provides written PPC authorization specifying designated areas, any restricted items, and whether a representative will be present on-site. Authorization establishes scope and protects all parties. On-site representation is optional — written authorization is sufficient.
- 02 Scope Confirmation & Scheduling**

EK confirms designated areas, fee, and visit date. PPC visits are scheduled separately from weekly inspections — typically within 10–14 days of authorization. Fee is invoiced and collected before the visit.
- 03 On-Site Photography Session**

The EK Principal Inspector conducts the PPC session — methodically photographing each designated item with multiple angles, controlled lighting where needed, and scale reference where useful. Items are photographed in place. Nothing is moved without client or representative approval.
- 04 Catalog Production**

Photographs are organized by room and category. Item descriptions are generated and reviewed by the Principal Inspector. The PPC Catalog PDF is formatted and proofed before delivery.
- 05 Restricted Vault Archive & Delivery**

The completed PPC Catalog PDF and all source photography are archived in the restricted-access PPC folder within the EK Vault™. Access is provided to authorized parties only — managed separately from the standard Vault passcode. Catalog delivered within 5 business days of the photography session.

06 ACCESS & PRIVACY

Restricted access. Separate authorization. Complete discretion.

PPC documentation is handled with heightened confidentiality protocols that go beyond standard EK Vault™ access controls. The PPC folder within each client's Vault is:

ACCESS CONTROLS

Accessible only to parties specifically named in the PPC authorization · Protected by a separate access credential from the standard Vault passcode · Never shared with or accessible to any other EK client or personnel beyond the Principal Inspector · Not referenced or linked in any EK report or communication the client has not specifically authorized · Retained under the same permanent archival standard as all EK Vault™ documentation

EXCLUSION POLICY

Cash, currency, negotiable instruments, firearms, controlled substances, and any item the client designates as restricted are excluded from PPC scope regardless of value or client request. EK reserves the right to decline documentation of any item at the Principal Inspector's professional discretion.

07

WHEN TO ENGAGE

Personal Property Cataloging is most valuable when the contents of a property carry meaningful independent worth — and when the fiduciary's accountability extends to those contents, not just the structure.

SITUATION	WHY PPC MATTERS
Property contains original art, sculpture, or significant collectibles	Photographic existence record supports insurance claims, beneficiary accountings, and post-event recovery without relying on memory or assertion
Estate in probate or trust administration	Fiduciary has documented evidence of personal property present at the time of their administration — protects against disputed inventory claims
Property intermittently occupied by different family members	Condition record at each update establishes what was present and undamaged between occupancies — removes ambiguity at transition
Insurance policy covers scheduled personal property	PPC provides the photographic existence record that carriers and adjusters require to process scheduled-item claims efficiently
Owner adding to or rotating a collection	Periodic updates keep the catalog current as the collection evolves — new acquisitions are documented promptly

Personal Property Cataloging is the professional answer to a gap that most fiduciaries and owners do not think about until it is too late.

A photographic record of designated high-value contents costs a fraction of what a single unresolved claim or disputed inventory will cost — in time, in fees, and in professional exposure. EK makes it simple, discreet, and professionally delivered. Flat fees. Restricted access. A catalog that is organized, timestamped, and archived before anyone needs it.

The contents of an estate deserve the same documented record as the estate itself. PPC ensures they have one.

KUPUNA KEEPERS LLC DBA ESTATE KEEPERS

PERSONAL PROPERTY CATALOGING · ADD-ON SERVICE BRIEF

AVAILABLE TO EK-ENROLLED ESTATES · ENGAGEMENT BY WRITTEN AUTHORIZATION ONLY

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