

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

- Complete the attached **List of Property Descriptions; Income Information & Monthly Expenses**
- Provide any **actual** bills showing **creditor's name, address, account number, balance due** and approximate date debt was incurred
- Provide the name of any person or entity to whom you will have a debt as of the date of filing, including family members. Also include the name and address of any collection agency or collection attorney which has been retained to pursue collection of the debt (something that is owed: money, goods or services).
- Legal papers** (lawsuits, garnishments, CHILD SUPPORT ORDER or IRS notices)
- Loan documents** for mortgages, car loans, or personal loans, including list of collateral pledged as security for the loan, car leases
- Copy of **recorded** mortgage and deed showing the Register of Deeds dated recording stamp, upper right hand corner (copies from your closing packet without the stamp will not do) **YOU CAN GO TO THE REGISTER OF DEEDS OFFICE IN YOUR COUNTY TO GET COPIES**
- Copy of **MOST RECENT real estate** tax statements showing tax assessed fair market value (FMV)
- Copy of all **vehicle titles**, and obtain Blue Book values, retail and private party.
- Documentation of the last six (6) months of income information** showing total gross income – pay stubs, pension statements, etc. If self-employed, 6 months of accounting records showing gross receipts and expenses.
- Copy of **tax returns for the past two years** (shows total gross income)
- Copy of **most recent bank statements** from any account you have: checking, savings, money market, credit union, etc.
- Copy of **Social Security Card, Driver's License, W-2** form or State issued identification card
- Copies of **life insurance policies** with cash surrender value
- Copies of most recent statements from **any retirement plans**, IRA, pension plan, ERISA, Keogh, 401(k), 403(b), deferred compensation plan, annuity, etc.
- Any **prior bankruptcy** papers
- Any **prior Divorce papers**, if divorce occurred within last two (2) years
- Credit Reports** –At [www.annualcreditreport.com](http://www.annualcreditreport.com), you can obtain all 3 reports free once per year. Prefer a minimum of your **TransUnion credit report** (b/c will include full account numbers). We may also request \$35 for a report that is obtained by us, and tied directly into our bankruptcy filing software.
- Any papers concerning the **sale of land, car, or other major items** during the last two years
- Cash or Money Order:** (See service fee sheet and retainer agreement)  
Deposit can be made to retain – **But - case will be filed ONLY upon completion of payments towards attorney fees, costs.**

LIST OF PROPERTY DESCRIPTIONS

<b>Cash on Hand</b>		\$	
<b>Checking Account(s):</b> List Name of Bank(s)/Credit Union(s)		\$	
<b>Savings Account(s):</b> List Name of Bank(s)/Credit Union(s)		\$	
<b>Security Deposit with Landlord</b>		\$	
<b>Household goods, supplies and furnishings –provide values</b>			
<b>BEDROOMS</b>	\$	Kitchen pots/pans/cookware	\$
Beds	\$	Eating/cooking utensils	\$
Dressers	\$	Small electric appliances	\$
Nightstands	\$	Hutch	\$
Televisions	\$	<b>DINING ROOM</b>	\$
Lamps	\$	Dining Table, ____ chairs	\$
Armoire	\$	Hutch	
<b>LIVING ROOM</b>	\$	Server	\$
Sofa(s)	\$	China	\$
Loveseat(s)	\$		\$
Lamp(s)	\$	<b>HOME OFFICE</b>	\$
Living room chair(s)	\$	Desk	\$
Coffee Tables	\$	Computer	\$
End Tables	\$	Printer	\$
Television	\$	Scanner	\$
Entertainment Center	\$	Bookshelves	\$
Curio Cabinet	\$	Books	\$
Other	\$	Other	\$
<b>KITCHEN</b>	\$	<b>ELECTRONICS</b>	\$
Stove	\$	Stereo/tuner/speakers	\$
Dishwasher	\$	TV(s)	\$
Microwave	\$	VCR(s) and/or DVD(s)	\$
Table, ____ chairs	\$	Video games	\$
Refrigerator	\$	Other	\$
Dishware	\$		\$

<b>Pictures &amp; other art objects: other collections (indicate re-sale value)</b>			
Art objects	\$	Compact disc collection	\$
Coin collection	\$	Tape collection	\$
Pictures	\$	Record collection	\$
Collectibles	\$	Stamp collection	\$
	\$	Other (describe)	\$
<b>Wearing apparel</b>			<b>\$</b>
<b>Furs</b>			<b>\$</b>
<b>Jewelry</b>			<b>\$</b>
<b>Firearms, sports, photographic and other hobby equipment (indicate re-sale value)</b>			
Cameras/video recorders	\$	Bike(s)	\$
Camping equipment	\$	Golf clubs	\$
Bows and arrows	\$	Fishing equipment	\$
Gardening tools	\$	Exercise equipment	\$
Power/hand tools	\$	Sports equipment	\$
Firearms (describe)	\$	Other:	\$
Patio furniture		Outdoor misc.	
Pools/hot tubs			
OTHER PROPERTY			
<b>Interests in Life Insurance Policies</b> (indicate whole, universal or term; name of carrier; and cash surrender value):			<b>\$</b>
<b>Interests in IRA, ERISA, Keogh or other pension or profit sharing plans</b> (include type, name and balance in account):			<b>\$</b>
<b>Vehicles:</b> year, model, mileage, secured creditor's name, balance due (if any)LIST ALL (with blue book value printouts, retail and private party)			FMV-with Blue Book value printout  <b>\$</b>

**Do you have any claims that can be filed against anyone to generate income?**

**Do you expect to receive an inheritance in the next six (6) months?**

**Do you or have you had a workers compensation claim?**

**Do you or have you had a personal injury claim?**

**Have you settled any claims/lawsuits in the last four (4) years?**

**Does anyone owe you any money, or have you given anyone any money or assets to hold for you?**

**Have you repaid a loan to a family member in the last two (2) years OR transferred any property to a family member (cars, real estate, any property)? Provide info.**

**Have you closed any bank accounts in the last year? Provide info.**

**Have you had other addresses in the last 2 years? Provide.**

**INCOME INFORMATION**

	Debtor	Joint Debtor
Marital Status		
Age		
Occupation		
Name of Employer		
Employer Address		
Employer Telephone		
Length of Employment		
How often paid		
Total Gross Pay last		
Gross Pay per check		
Net Pay per check		

No. of Dependents: \_\_\_\_\_

**MONTHLY EXPENSES (Average)**

Rent/Mortgage payment(s) Property taxes included? Property insurance included?	\$	Transportation: gas, bus/cab fare	\$
Home maintenance (repairs/upkeep)	\$	Vehicle maintenance/repairs	\$
Electricity and heating fuel	\$	Clothing	\$
Water and sewer	\$	Laundry/dry cleaning	\$
Telephone	\$	Charitable contributions	\$
Cable	\$	Medical/dental expenses	\$
Other utilities: (garbage, security, etc.)	\$	Recreation/clubs/entertainment Newspapers/periodicals/books	\$
Food	\$	Child care/day care	\$
Home/renter's insurance	\$	Auto insurance	\$
Miscellaneous personal/grooming expenses:	\$	Miscellaneous pet expenses	\$
Life insurance	\$	Health insurance	\$
Tobacco	\$	Tuition	\$
Other insurance:	\$	Misc. school expenses	\$
Real estate taxes (not included)	\$	Spousal support	\$
Other taxes	\$	Child support	\$
Auto installment payment	\$	Payments to dependents	\$
Other installment payments:	\$	Other expenses: (itemize)	\$