# **Bankruptcy Client Intake Form**

## <u>Section 1 – Basic Information</u>

### Part A. Name and Address

Full legal name (first, middle, last	., Jr. or Sr.):						
Street Address:	City:				State:	Zip:	
Home Phone:	Work Phone:				Cell Pho	ne:	
Social Security Number:	DOB:			Email a	ddress:		
Have you used any other names	in the past eight years? If ye	s, plea	se list: ˌ				
Have you lived at this address for	at least 180 days?		No		Yes		
Have you lived at this address for	r at least 2 years?		No		Yes		
If you have answered "No" to eit	her of the questions above,	please	list you	ır previ	ous addres	ss and dates of	residency:
<ul> <li>Please initial acknowledging at</li> </ul>	tachment of the required copy	y of you	r social	security	card(s) and	d driver's license	(s). (
Part B. Name and Address of Spe	ouse (to be completed only	for join	ıt bankı	ruptcies	<u>s)</u>		
Full legal name (first, middle, last	z, Jr. or Sr.):						
Street Address:	City:				State:	Zip:	
Home Phone:	Work Phone:				Cell Pho	one:	
Social Security Number:	DOB:			Email a	ddress:		
Have you used any other names	in the past eight years? If ye	s, plea	se list: ˌ				
Have you lived at this address for	at least 180 days?		No		Yes		
Have you lived at this address for	r at least 2 years?		No		Yes		
If you have answered "No" to eit	her of the questions above,	please	list you	ır previ	ous addres	ss and dates of	residency:
<ul> <li>Please initial acknowledging at</li> </ul>	tachment of the required copy	y of you	r social	security	card(s) and	d driver's license	(s). ( )
Part C. Prior/Pending Bankrupto	y Cases						
If you have filed a bankruptcy in was filed, and the outcome:							ch state case
If any immediate family member and location where filed:						debtor, relation	to you, date
	Section 2 -	- Prop	<u>erty</u>				
Please initial acknowledging at	tachment of copies of titles or	registra	ations f	or all mo	otor vehicle	s listed. (	)
If you own a home or any real pr under "vehicles" in the personal		llowing	inform	nation (	if you own	a mobile home	e, please list
Address of property:							
County of property:						date (mo./yr.):	
** Keening this property or surre	nderina it in vour hankruntc	v? (circ	le one	١	KFFP	SURRENDER	

Name/Address of Home Owners'	Association:			
Monthly Association Amount:	Delinquen	cy Amount (if any); \$		
Mortgages (Schedule A)				
Name of Mortgage Company:		Account Number:		
Mailing Address:		Monthly	Payment:	
(Does this include taxes?)	Loan date (mo/yr)	Balance owed:		
Monthly real estate taxes:	Insurance:			
Additional Mortgages, Liens				
Please list any second mortgages, separate sheet if more space is re	home equity loans, or any other liequired.	en holders on your property.	Please attac	h a
Name of Mortgage Company:		Account Number:		
Mailing Address:		Monthly	Payment:	
(Does this include taxes?)	Loan date (mo/yr)	Balance owed:		
Monthly real estate taxes:	Insurance:			
Personal Property (Schedule B): Inventory worksheet.	You must list ALL of your personal	property by completing the a	attached Hou	sehold
condition of that item. More s what price would you receive	I reflect the current market replace specifically, if you had a garage sale for that item? Those are the prices 00 must be listed.	e tomorrow or if you took an to list in Schedule B.	<mark>item to a pa</mark>	_
· ·	ist separately each checking, saving		•	
	Local Branch Address: _			
	Current Balance:			
Other (specify)	Is anybody else on this a	account? No/ Yes (name)		
B) Name:	Local Branch Address: _			
Account number:	Current Balance:	Type: (circle one)	Checking	Savings
Other (specify)	Is anybody else on this a	account? No/ Yes (name)		
**Attach a separate sheet if need	led for additional financial institutio	ons		
Please initial acknowledging att	achment of 90 days of current banks	statements for each account.	( )	

3. Security Deposits:		
Name:	Address:	
Account Number:	Amount:	Type of deposit:
4. Household Goods, Furni	iture, Audio, Video, and Compu	iter Equipment:
** Please complete the house	ehold inventory worksheets attach	ed (last 3 pages)
5. Books, Pictures, Music C	CDs, Art Objects, Stamp, Coin, a	nd Other Collections:
Description:		Value: \$
6. Wearing Apparel: Please	write the approximate value of yo	our personal clothing Value: \$
7. Furs and Jewelry: Please	list your jewelry and what you thin	nk it is worth today. Please be specific.
Example: 14k gold wedding b	and with one small diamond, etc	
		Value: \$
today, be as specific as possib	ole. Example: 1 Smith & Wesson .44	ease list these items and what you think they are worth 4 revolver, 2 adult bicycles, 1 set of rollerblades, etc Value: \$
9. Interest in Insurance Po	licies: (specify refund or cancell	lation value)
		Policy No:
		Cash surrender value (if
	g attachment of copy(s) of the declar atement(s) for items 9 through 12. (	ration page(s) for each policy, annuity, education or pre-paid
10. Annuities:		
Name and Address of compar	ny:	
Account #:	Face value: (amount paid out): _	Cash value (if terminated): \$
account. Example: Fidelity, Maccount.	<i>leryl Lynch, etc</i> . Do not list your em	nd: Please list the company that actually manages your inployer unless your employer actually manages the
Last four digits of account nu	mber: Ca	ash value: (if terminated)
	ccount. Example: Fidelity, Meryl Ly	other type of retirement plans. Please list the company ench, etc. Do not list your employer unless your employer
Name and address of compar	ıy:	
Last four digits of account nu	mber: Ca	ash value: (if terminated)
		ed Businesses: List any shares of stock owned or Value:

Please initial acknowledging attach minutes reflecting percentage of ov		-		<mark>or board</mark>
14. Interest in Partnerships/Joint	Ventures: If you have	any interest in a partn	ership, please describe and	d place a
value on your interest:			Value:	
15. Bonds: Please describe and place	e a value on your intere	st:	Value:	
Please initial acknowledging attach	ment of copy(s) of bond(s	reflecting balance or va	llue. ( )	
16. Accounts Receivable: Please li	st the name/address of	the person/company a	nd amount owed to you:	
17. Family Support (to which you	are or may be entitle	<u>d)</u> for example <b>child</b> .	support:	
Please list the name/address of the p	erson who owes you su	pport as well as the typ	pe/amount that you are ov	ved and
case number:				
18. Amount of other Liquidated D	ebts Owed to you, in	cluding tax refunds:		
19. Interest in the Estate of a Des	cendent:			
20. Other Contingent or Non-Lique the future. Example: A pending auto description of the source of the fundamental number of your attorney for this claim	accident case, slip and for s, an estimated amount	all, property settlemen	t from a divorce, etc. Pleas	e list a
21. Patents, Copyrights and Other	r Intellectual Property	<b>/:</b>		
Please list a description of the patent		_	ou feel are important:	
22. Licenses, Franchises and Othe	r General Intangibles	:		
23. Automobiles, Trucks, Trailers,	Mobile Homes and C	ther Vehicles: Please	e be as specific as possib	le.
*Example: 2007 Honda Accord <u>EX</u> 4-c	oor, VIN 2132398YDDFJ	N23RE82, 78000 miles	, fair condition, \$5,800.00	
Please initial acknowledging attach and mileage along with a copy(s) of		· · ·		_
Vehicle 1: Year: Manu	facturer:	Model:	Trim:	
VIN no.:				
Do you intend to KEEP or SU				
Is there a loan or lien on this vehicle	? If so, please fill out th	e following informatio	n:	
Name and address of lien holder:	•	_		
Account Number:				
Monthly Payment: \$				

Vehicle 2: Year:	Manufacturer:		Model:	Trim:
VIN no.:		_ Mileage:	Conditi	on:
Do you intend to KEEP	or SURRENDER	R this vehicle	in your bankruptc	y: (Circle one)
Is there a loan or lien on	this vehicle? If so, p	lease fill out the	following inform	ation:
Name and address of lien	holder:			
Account Number:		_ Date acquired	loan:	Balance:
Monthly Payment: \$	Is anyo	one else on this	loan? If so, who?	
24. Boats, Motors, and	Accessories: Please	e be as specific	as possible. <i>Examp</i>	le: 1980 Sea Ray Sundancer
24 ft., Hull no. 3242SWJJ3 Main St., Anywhere, FL, 1		rs, fair condition	, \$4,000.00, jointly	owned with John Smith (brother) at 123
Year of boat:	Manufacturer/mo	del:		Value:
Hull number:		Hours:		Condition:
Numbers 25 – 29 usually 25. Office Equipment, 26. Machinery, Fixture Property Inventory with a	describe items for the Furnishings, and Sussemble Suspension and Suspension and a value of the suspension and a sus	hose Debtors whose Debtors who	ho are self-employ	
28. Livestock, Poultry,	and Other Animals	<u>::</u>		
29. Other Personal Pro	perty: Not listed in	the previous se	ctions:	
		Section 3	– Debts	
Part E. Unsecured Prio	rity Debts (Schedul	le E)		
Please list any governme or injury while intoxicate	_	S, taxes, studen	t loans, domestic	support obligations, or claims for death
Name and address of cre	ditor or person recei	ving support:		
				Monthly payment:
Who is responsible (husb	and, wife, joint)?		Туре	of debt:
Please initial acknowle	dging attachment of c	opy(s) of Marital	Settlement Agreem	ent or IRS statements. ( )

#### Part F. Unsecured Creditors (Schedule F)

Please provide copies of debts owed, along with any collection agency/third party associated with that debt. Additional comments/notes regarding creditors: Section 4 – Unexpired Leases and Contracts (Schedule G) Leases or Contracts: Are you a party to any leases or contracts not listed previously? If yes, please list the parties involved and their addresses. If you owe money on these contracts, the amount should be listed as well, name and address of creditor, account number and date lease expires: Please initial acknowledging attachment of copy(s) of lease(s) or contract(s). ( Section 5 – Current Monthly Income **Marital Status** List all dependents of you and your spouse, their ages, and their relationship to you Name Age Relationship □ Married □ Single □ Divorced □ Separated □ Widowed Please initial acknowledging attachment of copies of the prior six months of current paystubs, which reflect gross wages along with all deductions for each debtor. ( ) Part A. Debtor's Income Part B. Joint Debtor's Income What is your occupation: What is your occupation: How long at your current employer? How long at your current employer? Name and address of employer:\_\_\_\_\_ Name and address of employer:\_\_\_\_\_ How often paid? □ weekly □ bi-weekly □ monthly □ other How often paid? □ weekly □ bi-weekly □ monthly □ other Do you receive: Do you receive: Income from business operations outside of your regular paycheck Income from business operations outside of your regular paycheck listed above? If so, what is the business and how much do listed above? If so, what is the business and how much do you receive per month? you receive per month? \_\_\_ □ Yes □ No Income from real estate? Interests or dividends? □ Yes □ No Interests or dividends? □ Yes □ No Alimony or family support ? ☐ Yes ☐ No Alimony or family support ? ☐ Yes ☐ No Social security or disability? ☐ Yes ☐ No Social security or disability? 

Yes 

No Retirement or pension money? ☐ Yes ☐ No \_\_\_\_ Retirement or pension money? ☐ Yes ☐ No Do you have any other source of income not listed above? Do you have any other source of income not listed above? Do you expect any increases or decreases in any of the above income in the next year? If so please explain:

#### <u>Section 6 – Current Monthly Expenses</u>

Do you and your spouse maintain separate households? 

Yes 

No. If yes, fill one page out for your household and another for your spouse's. Please list your monthly expenses. Any expenses that vary from month to month (example: electric bill), please provide an average for the last six months. 1. Your rent or your home mortgage Real estate taxes included Property taxes included 2. Utilities a) Electricity or heating b) Water and sewage c) Telephone service/long distance d) Other utility bills (such as cable)? If so, type and monthly fee 3. Home maintenance, including repairs and general upkeep 4. Food 5. Clothing 6. Laundry and dry cleaning 7. Medical and dental expenses 8. Transportation (such as gas/tolls, not including car payment) 9. Entertainment, recreation, newspaper, magazines 10. Charitable contributions 11. Insurance not deducted from paycheck a) Homeowner's / Renters b) Life c) Health d) Auto e) Other 15. Taxes not deducted from paycheck 16. Installment payments for auto, furniture, etc. (specify) a) Auto b) Other 17. Alimony, maintenance, support paid to others 18. Payments for support of dependents not living at home 19. Expenses from operation of business 20. Childcare 21. Other expenses not listed above:

## <u>Section 7 – Statement of Financial Affairs</u>

1. Income from Em	ployment or Operation of B	<b>Susiness.</b> Please list your gro	ss income before taxes.			
	Your Income	Your Spouse's Income				
This Year (to date)		<del></del>	_			
Last Year						
Two Years Ago						
2. Income Other th (social security, interest	list your income from other sources rs prior.					
	Your Income	Your Spouse's	Income			
This Year (to date)			_			
Last Year	<del></del>					
Two Years Ago						
	Your Income	Your Spouse's	Income			
This Year (to date)			_			
Last Year						
Two Years Ago						
3. Payments to Cre	ditors.					
<pre>creditor? *Example: y</pre>		per month and you have paid it	u paid \$600.00 or more to <b>one single</b> for the last three months. \$300 x 3 months			
Name of Creditor	Date(s) of P	Payments	Amount Paid			
List payments made v	within one year to an insider. <i>E</i>	xample: you owed your broth	er \$1,500 and paid him 6 months ago.			
Name/address of Per	son and Relationship	Date(s) of Payments	Amount Paid			
4. Suits and Admini	istrative Proceedings, Execu	itions, Garnishments and A	Attachments			
List all suits and admicase.	inistrative proceedings to whic	h you are or were a party wit	hin one year preceding the filing of this			
Name of Creditor	Date(s) Ass	et(s) Taken	Describe Asset(s) Taken			
Please initial acknowledge	owledging attachment of copy(s)	of Lawsuits and/or Final Judgm	ents. ( )			

5. Repossessions, Foreclosures and Returns	
	essed, foreclosed, or transferred within one year immediately me of creditor, date of repossession, address and value of
6. Assignments and Receiverships	
a) Have you assigned (transferred your interest in) provide date, what was assigned, name/address of	any property or assets to someone else in the past six months? If so, assignee and terms of agreement:
	a custodian, receiver, or court-appointed official within the last year case and give details.
7. Gifts	
-	e last year (except ordinary and usual gifts) to family members totaling aling less than \$100 per recipient for charitable contribution.
Name/Address of Person/Institution	Date(s) Value of Gift(s)
Description	Value of Gift(s)
8. Losses	
List all losses from fire, theft, other casualty or gan	nbling within the last year. (List additional on separate sheet)
Description and Value of Property Lost What hap	pened to the property? Date of Loss:
9. Payments Related to Debt Counseling or Ba List all payments made relating to bankruptcy or co	redit counseling in the last year.
Date of Payment(s):	Amount Paid: \$
10. Other Transfers	
a) List any assets transferred, sold, or pledged as co	ollateral in the last year. Provide the name/address of person value of property transferred:
b) In the past ten years, have you transferred any o	of your assets to a trust? If "yes", list name of trust, date of transfer
11. Closed Financial Accounts	
	rings, or other financial accounts (CD's, pensions, brokerage accounts)
	ccount Number:Date Closed/Balance: \$
12. Safe Deposit Boxes	
•	d stocks, cash, or other valuables within the past year.
	List of Items: If Closed, Date Closed:

In the last 90 days, has any creditor taken money name/address of creditor, and date:	y out of an account to offset a balance owed to them? List amount,
14. Property Held for Another Person	
List all property or assets owned by another pers in your driveway.	son that you have in your possession. Example: your brother's boat is parked
Name and Address of Owner:	
Description/location and Value of Property:	
15. Prior Address	
If you have moved in the past three years, imme during the last three years, excluding your present	diately preceding the commencement of this case, list all residences nt address.
Address:	
Name Used at that Address:	Dates of occupancy
16. Nature, Location, and Name of Business	
In the last six years, have you been involved with	a a business (owner or director)? If so, please list the name of the ax ID number and your capacity (owner, director, etc.)
minutes reflecting percentage of ownership and	
• •	r penalty of perjury to the truthfulness and accuracy of your petition. mation provided in this Intake Packet is true, accurate and complete to
Signature of Debtor #1	Signature of Debtor #2
Date:	Date:

#### HOUSEHOLD INVENTORY WORKSHEET

Fill in the quantity to the left of the appropriate item which is contained in your home. To the right of each item, please fill in the value taking into consideration the age and condition of the item; garage sale prices. Blank lines are provided for items not listed at the end of each list.

LIVING	ROOM	PATIO				
	Sofa	\$ 	Table	\$ 	Loveseat	\$
	Armchair	\$ 	Chairs	\$ 	Coffee Table	\$
	Loveseat	\$ 	Lounge	\$ 	Desk	\$
	Coffee Table	\$ 	Grill	\$ 	Lamp	\$
	End Table	\$ 	Umbrella	\$ 	Bookcase	\$
	Picture	\$ 		\$ 	Ent. Center	\$
	Lamp	\$ 		\$ 	Stereo	\$
	Credenza	\$ TOTAL	-	\$ 	TV (Size)	\$
	Bookcase	\$			Painting	\$
	Desk	\$ POOL	AREA		VCR/DVD/BR	\$
	Wall Unit	\$ 	Table	\$ 	Telephone	\$
	Bar	\$ 	Chairs	\$ 		\$
	Piano	\$ 	Lounge	\$ 		\$
	Organ	\$ 	Grill	\$ TOTAL		\$
	Drapes	\$ 	Umbrella	\$		
	Recliner	\$ 	<b>Pool Supplies</b>	\$ MASTER	BEDROOM	
	Painting	\$ 		\$ 	Kings-size bed	\$
	TV (Size)	\$ 		\$ 	Queen-size bed	
		\$ TOTAL	-	\$ 	Full-size bed	\$
		\$			Waterbed	\$
TOTAL		\$ DININ	G ROOM		Dresser	\$
			Buffet	\$ 	Night Table	\$
KITCHE	EN		China Cabinet	\$ 	Lamp	\$
	Dinette Set	\$ 	Picture	\$ 	Vanity	\$
	Microwave	\$ 	Plants	\$ 	Chair	\$
	Dishwasher	\$ 		\$ 	Picture	\$
	Dishes	\$ TOTAL	-	\$ 	Stool/Chest	\$
	Pots & pans	\$			TV (Size)	\$
	Refrigerator	\$ FAMIL	Y ROOM		Bed linens	\$
	Stove	\$ 	Sofa	\$ 	VCR/DVD/BR	\$
		\$ 	Chair	\$ 		\$
		\$ 	Recliner	\$ 		\$
TOTAL:	,	\$		TOTAL		\$

#### HOUSEHOLD INVENTORY WORKSHEET

Fill in the quantity to the left of the appropriate item which is contained in your home. To the right of each item, please fill in the value taking into consideration the age and condition of the item; garage sale prices. Blank lines are provided for items not listed at the end of each list.

BEDRO	OM #2		BEDRO	OM #4				
	Kings-size bed	\$		Kings-size bed	\$		Sporting Items	\$
	Queen-size bed	d \$		Queen-size bed	I\$		Tools	\$
	Full-size bed	\$		Full-size bed	\$		Musical	_\$
	Waterbed	\$		Waterbed	\$		Lawn Mower	\$
	Dresser	\$		Dresser	\$		Garden Tools	\$
	Night Table	\$		Night Table	\$		Pets (Kind	) \$
	Lamp	\$		Lamp	\$			\$
	Vanity	\$		Vanity	\$			\$
	Chair	\$		Chair	\$	TOTAL		\$
	Picture	\$		Picture	\$			
	Stool/Chest	\$		Stool/Chest	\$			
	TV (Size)	\$		TV (Size)	\$			
	Bed linens	\$		Bed linens	\$			
	VCR/DVD/BR	\$		VCR/DVD/BR	\$			
		\$			\$			
		\$			\$			
TOTAL		\$	TOTAL		\$			
BEDRO	OM #3		ITEMS	NOT OTHERWIS	E LISTED			
	Kings-size bed	\$		Washer	\$			
	Queen-size bed	d \$		Dryer	\$			
	Full-size bed	\$		Freezer	\$			
	Waterbed	\$		Compactor	\$			
	Dresser	\$		Microwave	\$			
	Night Table	\$		Compressor	\$			
	Lamp	\$		Video consuls	\$			
	Vanity	\$		Games/Movies	\$			
	Chair	\$		Vacuum	\$			
	Picture	\$		Print/Copy/Fax	\$			
	Stool/Chest	\$		Computer	\$			
	TV (Size)	\$		Cell phone	\$			
	Bed linens	\$		Baby Furniture	\$			
	VCR/DVD/BR	\$		Baby Toys	\$			
	. ,	\$		Sewing Machin				
		\$		Bicycle	\$			
 TOTAL		\$		•	-			