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**BANKRUPTCY INTAKE QUESTIONNAIRE**

PLEASE ANSWER EACH QUESTION, Sign, and Return this Questionnaire.

If the question does not apply, indicate with N/A to show that you read and addressed the question.

Today's Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Have you resided at this address for at least 3 years? \_\_\_\_\_

If no, please provide previous address(es) and time period(s) you resided there:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Other Phones: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Marital Status: Married \_ Single \_ Divorced \_ (Date: \_\_\_\_\_) Separated

If applicable, spouse's name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Other Phones: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Number of people residing in your household (including yourself): \_\_\_\_\_

Relationship and ages of people in household: \_\_\_\_\_

Have you been a resident of Wyoming for at least 91 days? \_\_\_\_\_

Approximately how long? \_\_\_\_\_

Have you ever filed bankruptcy before, either individually or jointly? \_\_\_\_\_

If yes, provide date of filing and location of Bankruptcy Court: \_\_\_\_\_

Did you receive a discharge? \_\_\_\_\_

**NOTICE: This office does not represent you with regard to the matters set forth by you herein in this information sheet or discussed during your consultation, unless and until both you and the Attorney execute a written Retainer Agreement.**

**Your signature acknowledges only that you received a copy of this completed information sheet and does not mean you have hired the Attorney.**

YOUR SIGNATURE: \_\_\_\_\_

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

SPOUSE'S SIGNATURE: \_\_\_\_\_

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

**REAL PROPERTY AND MORTGAGES**

Do you own your home? \_\_\_\_\_

Address: \_\_\_\_\_

Date purchased/acquired: \_\_\_\_\_

Purchase price: \_\_\_\_\_ Present value: \_\_\_\_\_

Lender/Mortgage company: \_\_\_\_\_ Account No.: \_\_\_\_\_

Do you hope to [ ] keep the property or [ ] surrender it to the lender/mortgage company?

Amount required to pay off 1<sup>st</sup> mortgage: \_\_\_\_\_

Monthly payment amount: \_\_\_\_\_

Are you current? \_\_\_\_\_ If no, how many months behind? \_\_\_\_\_

Amount required to bring payments current? \_\_\_\_\_

Amount required to pay off **2nd mortgage**: \_\_\_\_\_

Lender/Mortgage company: \_\_\_\_\_ Account No.: \_\_\_\_\_

Monthly payment amount: \_\_\_\_\_

Are you current? \_\_\_\_\_ If no, how many months behind? \_\_\_\_\_

Amount required to bring payments current? \_\_\_\_\_

Do you owe any real estate taxes? \_\_\_\_\_

If so, how much and for what year(s)? \_\_\_\_\_

**OTHER PROPERTIES**

If you own any other real property other than your homestead (including any interest in any timeshare property), please list that here:

Have you refinanced or modified a mortgage at any time during the previous 2 years? \_\_\_\_\_

If yes, please provide date of closing: \_\_\_\_\_

Did you receive any proceeds (cash back) from the closing? \_\_\_\_\_

If yes, how much? \_\_\_\_\_

What did you do with the proceeds? \_\_\_\_\_

Have you made any payments to family members in the past 2 years? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you transferred any property to a self-settled trust of which you are a beneficiary in the past 10 years? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have you given any gifts over \$600.00 to any person or charity in the past 2 years? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**PERSONAL PROPERTY**

Vehicle 1: Year \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Mileage: \_\_\_\_\_  
Current value: \_\_\_\_\_ Source of value: \_\_\_\_\_ Color: \_\_\_\_\_  
Condition: \_\_\_\_\_ Keep/Surrender: \_\_\_\_\_  
Date acquired: \_\_\_\_\_ Whose name is on the title? \_\_\_\_\_  
Lienholder: \_\_\_\_\_ Account No.: \_\_\_\_\_ Current loan balance: \_\_\_\_\_  
Monthly payment: \_\_\_\_\_ Number of months left: \_\_\_\_\_

Vehicle 2: Year \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Mileage: \_\_\_\_\_  
Current value: \_\_\_\_\_ Source of value: \_\_\_\_\_ Color: \_\_\_\_\_  
Condition: \_\_\_\_\_ Keep/Surrender: \_\_\_\_\_  
Date acquired: \_\_\_\_\_ Whose name is on the title? \_\_\_\_\_  
Lienholder: \_\_\_\_\_ Account No.: \_\_\_\_\_ Current loan balance: \_\_\_\_\_  
Monthly payment: \_\_\_\_\_ Number of months left: \_\_\_\_\_

Vehicle 3: Year \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Mileage: \_\_\_\_\_  
Current value: \_\_\_\_\_ Source of value: \_\_\_\_\_ Color: \_\_\_\_\_  
Condition: \_\_\_\_\_ Keep/Surrender: \_\_\_\_\_  
Date acquired: \_\_\_\_\_ Whose name is on the title? \_\_\_\_\_  
Lienholder: \_\_\_\_\_ Account No.: \_\_\_\_\_ Current loan balance: \_\_\_\_\_  
Monthly payment: \_\_\_\_\_ Number of months left: \_\_\_\_\_

**VALUE OF ASSETS**

Please place a garage sale value on the following items (if you had to sell them today.)

1. Household goods and furnishings: \_\_\_\_\_
2. Electronics: \_\_\_\_\_
3. Collectibles of value: \_\_\_\_\_
4. Equipment for sports and hobbies: \_\_\_\_\_
5. Firearms: \_\_\_\_\_
6. Clothes: \_\_\_\_\_
7. Jewelry (including wedding/engagement rings): \_\_\_\_\_
8. Any animals / pets: \_\_\_\_\_
9. Other: \_\_\_\_\_

**FINANCIAL ASSETS**

Do you have any bank or credit union account(s)? \_\_\_\_\_

<b>Name of Financial Institution</b>	<b>Account Type (checking, savings, IRA, 401(k))</b>	<b>Account Number</b>	<b>Name(s) on Account</b>

Have you closed any accounts in the last 12 months? \_\_\_\_\_

If so, please list: \_\_\_\_\_

\_\_\_\_\_

Interest in insurance policies? \_\_\_\_\_

If so, please list: \_\_\_\_\_

\_\_\_\_\_

Annuities? \_\_\_\_\_

If so, please list: \_\_\_\_\_

\_\_\_\_\_

Interest in IRA, 401(k), ERISA, or Keough plans? \_\_\_\_\_

If so, please list: \_\_\_\_\_

\_\_\_\_\_

Stock ownership/investment: \_\_\_\_\_

\_\_\_\_\_

Does anyone owe you money? \_\_\_\_\_

**OTHER ASSETS**

Name of Business: \_\_\_\_\_

Value of furnishings, equipment, fixtures, supplies: \_\_\_\_\_

Other business related property: \_\_\_\_\_

Security deposits with public utilities, landlords, etc.: \_\_\_\_\_

\_\_\_\_\_

Inheritance – are you a beneficiary in an estate of a person who died?: \_\_\_\_\_

Please list any maintenance or child support you receive: \_\_\_\_\_

Please list any boats or other watercraft that you own: \_\_\_\_\_

\_\_\_\_\_

Name of Creditor/Lender: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Amount owed: \_\_\_\_\_

Farming equipment, implements, supplies, chemicals, and feed: \_\_\_\_\_

\_\_\_\_\_

List any other property not listed above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR **ALL** DEBTS AND ACCOUNTS, PLEASE BE PREPARED TO FURNISH ACCOUNT NUMBERS, CURRENT AMOUNTS DUE, AND CONTACT INFORMATION INCLUDING MAILING ADDRESSES.



**MONTHLY INCOME**

(Indicate any Gross income received during the PREVIOUS SIX MONTHS)

Place of employment: \_\_\_\_\_

How long have you been employed at this job? \_\_\_\_\_

Job title: \_\_\_\_\_

Spouse's place of employment: \_\_\_\_\_

How long have they been employed at this job? \_\_\_\_\_

Job title: \_\_\_\_\_

If you have any money deducted from income for pension, 401(k), or other retirement benefit contributions during the previous six months, indicate monthly amount: \_\_\_\_\_

Is it mandatory or voluntary?

Child support received: \_\_\_\_\_ Court ordered? \_\_\_\_\_

Alimony received: \_\_\_\_\_ Court ordered? \_\_\_\_\_

Monthly pension: \_\_\_\_\_

Monthly social security income: \_\_\_\_\_

Monthly disability benefits: \_\_\_\_\_

Unemployment compensation: \_\_\_\_\_

Workers compensation: \_\_\_\_\_

Rental income: \_\_\_\_\_

Monthly assistance received from family members not living with you: \_\_\_\_\_

Any other income not listed above: \_\_\_\_\_

If you have money deducted monthly for loan repayments for loans against a 401(k) plan or other retirement plan during the previous six months, please indicate which retirement plan and the monthly amount: \_\_\_\_\_

Other income for either you or your spouse (identify whose income): \_\_\_\_\_

\_\_\_\_\_



**AVERAGE MONTHLY EXPENSES**

(Please indicate all expenses on an *average* monthly basis)

- Rental or home ownership (mortgage payment) expenses: \_\_\_\_\_
- Property, homeowner's, or renter's insurance: \_\_\_\_\_
- Home maintenance, repair, and upkeep expenses: \_\_\_\_\_
- Homeowner's association or condominium dues: \_\_\_\_\_
- Electricity, heat, natural gas: \_\_\_\_\_
- Telephone, cell phone, Internet, satellite, and cable services: \_\_\_\_\_
- Other Utilities: \_\_\_\_\_
- Food and housekeeping supplies: \_\_\_\_\_
- Childcare and children's education costs: \_\_\_\_\_
- Clothing, laundry, and dry cleaning: \_\_\_\_\_
- Personal care products and services: \_\_\_\_\_
- Medical and dental expenses: \_\_\_\_\_
- Transportation: gas, maintenance, bus or train fare: \_\_\_\_\_
- Entertainment, clubs, recreation, newspapers, magazines, and books: \_\_\_\_\_
- Charitable contributions and religious donations: \_\_\_\_\_
- Life Insurance: \_\_\_\_\_
- Health Insurance: \_\_\_\_\_
- Vehicle Insurance: \_\_\_\_\_
- Other Insurance: \_\_\_\_\_
- Taxes: \_\_\_\_\_
- Car Payments for Vehicle 1: \_\_\_\_\_
- Car Payments for Vehicle 2: \_\_\_\_\_
- Payments for Other Vehicle or Trailer: \_\_\_\_\_
- Alimony, maintenance, and support payments: \_\_\_\_\_
- Other support payments: \_\_\_\_\_
- Other Real Estate Taxes: \_\_\_\_\_
- Other Property, homeowner's, or renter's insurance: \_\_\_\_\_
- Other Home maintenance, repair, and upkeep expenses: \_\_\_\_\_
- Other Homeowner's association or condominium dues: \_\_\_\_\_
- Mortgages on other property: \_\_\_\_\_

**RECENT TRANSACTIONS / STATEMENT OF FINANCIAL AFFAIRS**

(Please indicate all expenses on a monthly basis)

**Where You Have Lived and Income History**

All places you have lived in the last 3 years (not including your current address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Within the last 8 years, did you ever live with a spouse in Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, or Wisconsin? \_\_\_\_\_

All sources of income during this year or the two pervious calendar years: \_\_\_\_\_  
\_\_\_\_\_

Total Income This Year: \_\_\_\_\_ Last Year: \_\_\_\_\_ Previous Year: \_\_\_\_\_

**List Payments You Made Before You Filed for Bankruptcy**

Payments you made to or benefiting "Insiders" (Relatives, Business Partners and their families, or Corporations that you help manage or control) within the past **one (1) year**: \_\_\_\_\_  
\_\_\_\_\_

Lawsuits, court actions, or administrative proceedings you were a party in within the past **one (1) year** (Include Case Name, Case Number, and Court Name & Address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any of your property repossessed, foreclosed, garnished, attached, seized, or levied within the past **one (1) year**? (Including date and value): \_\_\_\_\_  
\_\_\_\_\_

Has any creditor, including a bank or financial institution, set off any amounts from your accounts or refuse to make a payment because you owed a debt within the **last 90 days**? \_\_\_\_\_  
\_\_\_\_\_

If yes, list the institution, date, and amount: \_\_\_\_\_  
\_\_\_\_\_

**Gifts and Contributions**

Gifts with a total value of more than \$600 given to any one person or charity in the past **two (2) years**: \_\_\_\_\_  
\_\_\_\_\_

Any losses because of theft, fire, other disaster, or gambling within the past **one (1) year** (Please include date, cause of loss, and value of property lost): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Payments or Transfers

Within the past **one (1) year** did you or anyone else acting on your behalf pay or transfer any property to anyone who promised to help you deal with your creditors or to make payments to your creditors? \_\_\_\_\_

Within the past **one (1) year**, did you sell, trade, or otherwise transfer any property to anyone, other than property transferred in the ordinary course of your business or financial affairs? \_\_\_\_\_

Within the past **ten (10) years**, did you transfer any property to a self-settled trust or similar device of which you are a beneficiary? (These are often called asset-protection devices.) \_\_\_\_\_

List any financial accounts or instruments held in your name or for your benefit that were moved, close, sold or transferred within the past **one (1) year**: \_\_\_\_\_

List any safe deposit boxes (or other depository for securities cash, or other valuables), storage units, or other offsite storage for property you had within the past **one (1) year**: \_\_\_\_\_

List any property you hold or control that someone else owns, including property you borrowed, are storing, or hold in trust for someone else: \_\_\_\_\_

Do you have any property that poses an environmental risk: \_\_\_\_\_

### Business Interests

Have you been the sole proprietor of a business, self-employed, a Member of an LLC, a Partner in a partnership, an officer, director, or managing executive of a corporation, or the owner of at least 5% of the voting shares of a corporation within the past **four (4) years**? \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Business EIN: \_\_\_\_\_

Accountant/Bookkeeper: \_\_\_\_\_

Dates Business Existed: \_\_\_\_\_

Any financial statements about your business given to anyone within the **past (2) years**: \_\_\_\_\_

## **DOCUMENTS NEEDED**

- Financing Agreement or Lease for any home that you own or rent
- Documentary evidence of the current fair market value of any home or real estate you own.
- Homeowner's insurance policy for any home that you own
- Title(s) to every vehicle you own (this may be obtained at the County Clerk's Office)
- Kelley Blue Book Private Party value for any vehicle you own.
- Insurance Declaration page for any vehicle that you own
- Copies of your income tax returns for the past four (4) years
- General itemization of how you spent any refund you may have received for the most recent tax year
- Current statement(s) for any retirement/investment account(s)
- Last three months statements for any checking/savings account(s)
- Itemized list of any firearms you own (and rounds of ammunition for each)
- Last billing statement received from all creditors
- Last seven months paystubs
- Any leases
- Any divorce Decrees or Child Support Orders entered with a court within the last 3 years
- Pleadings for any open court cases
- Most recent household bills
- Letter from your employer regarding any tools you must own for your job.