

BANKRUPTCY CHECK LIST
(* Important – please read carefully.)

- { } Copy of Social Security Card(s).
- { } Copy of drivers license(s).
- { } If prior bankruptcy; provided date filed, under which chapter, bankruptcy judge, case #, case name, and date discharged.
- { } Fill out the enclosed **Personal Property List** (replacement value) attached. (i.e. household items, etc.)
- { } Copy of current statement(s) for all known **debts**. (i.e. credit card and/or medical etc.) (Must receive name, **address**, full account number, type of debt and for whom the debt is for.) *If providing credit report, please provide addresses for creditors.*
- { } Copy of all household **monthly income** [last 6 months check stub(s), **to date of filing**]. (To include SSI, child support, alimony, unemployment, retirement, rent received, disability, military, and/or business draws.)
- { } Copy of most recent Social Security statement, unemployment receipts or any government assistance for the six months prior to filing or for the year of filing.
- { } Copy of most recent **monthly mortgage(s) statement(s) and copy of DEED OF TRUST** for all property titled in your name. If stopping a foreclosure/trustee's sale – **please inform the attorney immediately. Must submit a copy of the Trustee's Sale Notice in order to stop the sale.**
- { } Provide a list of **monthly household expenses**. (i.e. rent/mortgage, utilities, gas, insurance etc.)
- { } Provide a list of dependant's full names and ages.
- { } Copy of last six months to the date of filing for all **financial asset(s)** including open checking and savings account(s) statements from every bank account in your name and/or business name (including corporations and/or partnerships).
- { } Provide a list of all residence(s) addresses for the past 3 years. Please include dates of occupancy at each address.
- { } Certificate of Completion from accredited Consumer Credit Counseling for both filing for bankruptcy, if applicable. (THIS IS REQUIRED TO BE COMPLETED TWICE – ONCE BEFORE FILING AND ONCE AFTER THE HEARING.)

- { } Provide a **list of all vehicles** titled in your name: year, make, model, mileage and Kelley Blue Book, Edmunds and/or Nada value (provide a copy of value). Provide original contract or lease documents. Provide a copy of most recent lender statement(s) and copy of TITLE of all owned vehicles.
- { } Provide proof of **obligation to pay child support/alimony** (i.e. marital settlement agreement, separation or divorce agreement or a court order. If unable to provide the documents, please provide a written explanation.)
- { } If filing a chapter 7 – provide a copy of last two years of **Federal & State income tax return (with W-2's and/or 1099s)**. If filing a chapter 13 – submit four years of Federal & State income tax documents. **(with W-2's and/or 1099s)**
- { } Copy of last statement for all **retirement accounts**, annuities, (401Ks, PERS, Roth, 403B, 457, etc.), Stocks, bonds, any and all retirement accounts in your name.
- { } Copy of last statement for all **life insurance** policies with current cash value (term, whole, annuities, etc.).
- { } Provide any **business-related information**: Name, address, date of start of business, partners name and % of interest in business. *If a corporation, please let us know*. Provide Employment Identification Number (EIN). Provide what type of business. Provide current year profit and loss for each month individually. Provide name & address of who prepares the bookkeeping and tax preparation. Provide date of dissolution if applicable.

Name(s) _____

CHAPTER 7/13 PERSONAL PROPERTY LIST

FILL OUT:

- All household items that you have in and around your home.
- The total value of the items listed. (Use replacement value.)
- Identify any collateral in which you have given any creditor a security interest, or put up as collateral for a loan, or which is secured based on the purchase contract or store credit card. If you are unsure – List who you think may have a security interest and we can discuss this further.

PROPERTY: # VALUE LIENHOLDER PROPERTY: # VALUE LIENHOLDER

BEDROOMS

Crib(s) ()\$ _____
Twin ()\$ _____
Double ()\$ _____
Queen ()\$ _____
King ()\$ _____
Dressers ()\$ _____
Night stand(s) ()\$ _____
Lamp(s) ()\$ _____
Linen ()\$ _____
Clothes ()\$ _____

LIVING/ FAMILY ROOM

Sofa(s) ()\$ _____
Love Seats ()\$ _____
Armchairs ()\$ _____
Rockers ()\$ _____
Recliners ()\$ _____
Other chairs ()\$ _____
Coffee table(s) ()\$ _____
Corner table(s) ()\$ _____
End table(s) ()\$ _____
Lamp(s) ()\$ _____
Entertainment
Center ()\$ _____

KITCHEN/DINING ROOM

Table(s) ()\$ _____
Chair(s) ()\$ _____
Barstools ()\$ _____
Stove ()\$ _____
Dishwasher ()\$ _____
Refrigerator ()\$ _____
Microwave ()\$ _____
Freezer ()\$ _____
Sm. Appliances ()\$ _____
Tableware ()\$ _____
Pots & Pan ()\$ _____
China ()\$ _____
Other ()\$ _____
Other ()\$ _____

ELECTRONICS

Telephone(s) ()\$ _____
DVD(s) Player ()\$ _____
TV(s) ()\$ _____
Stereo/radio ()\$ _____
Video equip. ()\$ _____
Camera equip. ()\$ _____
CD(s) ()\$ _____
DVD(s) ()\$ _____
VHS Tapes ()\$ _____
Games ()\$ _____
Cell phone(s) ()\$ _____
Fax/Scanner(s) ()\$ _____
Tablet(s) ()\$ _____
Computer(s) ()\$ _____

OFFICE/DEN

Desk(s) ()\$ _____
Chair(s) ()\$ _____
Table(s) ()\$ _____
Book(s) ()\$ _____
Filing Cabinet ()\$ _____
Card Table ()\$ _____
Other ()\$ _____

LAUNDRY ROOM

Vacuum ()\$ _____
Washer ()\$ _____
Dryer ()\$ _____

COLLECTIBLES OF VALUE

Figurines ()\$ _____
Paintings/prints ()\$ _____
Artwork ()\$ _____
Stamp/coin ()\$ _____
Sport cards/
memorabilia ()\$ _____

FIREARMS

Pistols ()\$ _____
Rifles ()\$ _____
Shotgun(s) ()\$ _____

ANIMALS (Non-Farm)

Dog ()\$ _____
Cat ()\$ _____
Bird ()\$ _____
Horse ()\$ _____

JEWELRY AND FURS

Costume ()\$ _____
Wedding ring(s) ()\$ _____
Heirloom ()\$ _____
Watch(es) ()\$ _____
Gem(s) ()\$ _____
Gold/Silver ()\$ _____

PATIO/GARAGE/SHED/STORAGE

Table(s)/benches ()\$ _____
Chair(s) ()\$ _____
Spa/whirlpool ()\$ _____
Lawnmower ()\$ _____
Hand tools ()\$ _____
Garden tools ()\$ _____
Tools – auto ()\$ _____
Tools – constr. ()\$ _____
Tools – househd ()\$ _____
Other ()\$ _____

SPORTS EQUIPMENT

Exercise ()\$ _____
Bicycle(s) ()\$ _____
Pool Table ()\$ _____
Golf clubs/Skis ()\$ _____
Canoe/Kayak ()\$ _____
Other ()\$ _____

MUSICAL INSTRUMENTS

Piano ()\$ _____
Guitar ()\$ _____
Other ()\$ _____

CASH ON HAND

AMOUNT
\$ _____

Bank accounts, Credit Unions, and other financial institutions

Bank Name _____ Checking Acct # _____ \$ _____
Address _____ Savings Acct. # _____ \$ _____
Bank Name _____ Checking Acct # _____ \$ _____
Address _____ Savings Acct. # _____ \$ _____
Credit Union _____ Checking Acct # _____ \$ _____
Address _____ Savings Acct. # _____ \$ _____
Credit Union _____ Checking Acct # _____ \$ _____
Address _____ Savings Acct. # _____ \$ _____
Bank Name _____ Money Mkt Acct# _____ \$ _____
Address _____

INSURANCE POLICIES

Ins. Co. _____ Policy# _____
Insured _____ Cash value \$ _____
Ins. Co. _____ Policy# _____
Insured _____ Cash value \$ _____

ANNUITIES,

Co. Name _____ Policy# _____

\$ _____

IRA, ERISA, KEOUGH, PENSION PLAN, 401K, OR PROFIT-SHARING

Co. Name _____ \$ _____

STOCKS OR INTEREST IN A CORPORATION

Stock name _____ #of shares _____ \$ _____

Stock name _____ #of shares _____ \$ _____

Stock name _____ #of shares _____ \$ _____

U.S. SAVINGS BONDS, OTHER BONDS, PROMISSORY NOTES, NEGOTIABLE OR NON-NEGOTIABLE INSTRUMENTS

Co. Name _____ \$ _____

INTEREST IN PARTNERSHIP/BUSINESS OR JOINT VENTURES

Name of Business, address & partner's name _____

_____ % _____

Value _____

ACCOUNTS RECEIVABLES (Money owed to business)

From Whom _____ For _____ Amount Owed _____

From Whom _____ For _____ Amount Owed _____

From Whom _____ For _____ Amount Owed _____

SPOUSAL SUPPORT (ALIMONY), MAINTENANCE OR PROPERTY SETTLEMENT

Monthly Amount currently receiving _____

What date will the support end? _____ Amount past due (if any) _____

Future lump sum cash payment or property (e.g. House) entitled to receive in the future _____

TAX REFUNDS OR OTHER MONEY OWING TO YOU

Tax refund for year _____ Amount owing to you _____

Other money owed to you from _____ For _____

Amount owing to you _____

ANY OTHER INTEREST SUCH AS LIFE ESTATE, FUTURE INTEREST OR EQUITABLE INTEREST

From who(m) & value _____ \$ _____

(INHERITANCE) CONTINGENT OR NON-CONTINGENT INTEREST IN ESTATE OF A DECEDENT, DEATH BENEFIT OR TRUST

From who(m) & value _____ \$ _____

ANY OTHER CONTINGENT OR UNLIQUIDATED CLAIM

Describe and value _____ \$ _____

PATENT OR COPYRIGHT

Describe and value _____ \$ _____

LICENSES OR FRANCHISE OR OTHER GENERAL INTANGIBLES

Co. Name & value _____ \$ _____

CARS, TRUCKS, VANS, TRACTORS, SPORT UTILITY VEHICLES & MOTORCYCLES

Year	Make	Model	Mileage	Owe	Value
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____

BOATS, WATERCRAFT, AIRCRAFT, MOTOR HOMES, ATVs & OTHE REC VEHICLES

_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____

MACHINERY, FIXTURES AND EQUIPMENT FOR BUSINESS

Describe and value _____ \$ _____

INVENTORY

Describe and value _____ \$ _____

FARM ANIMALS

Describe and value _____ \$ _____

CROPS

Describe and value _____ \$ _____

FARMING EQUIPMENT

Describe and value _____ \$ _____

OTHER PERSONAL PROPERTY NOT ALREADY LISTED

Describe and value _____ \$ _____

BURIAL PLOT

Location and value _____ \$ _____

Important needed questions: (To be filled out by client)

1. Do you own or rent your current residence? Own or Rent
2. List your current residence address: _____
3. List your current mailing address: _____
4. How long have you lived at your current residence? _____ months/years
5. List all address(es) you have lived in the last 3 years if different than above & dates of occupancy for each address: _____

6. List lender(s) for all mortgage(s) in your name for any real property including residence: _____

7. List which lender is for which address(es): _____

8. Do you own any rental property(ies)? Yes or No
If yes, please list the rental property(ies) address(es): _____

9. Do you own any bare land? Yes or No
If yes, please list the address(es) and or (%) interest amount:

10. Do you have a mortgage on any bare land? Yes or No
If yes, please list the name of the lender(s): _____
11. Please list your current occupation or job title: _____
12. Please list the current name & address of your current employer:

13. How long have you been employed with your current employer: _____

Any Additional notes: _____

THANK YOU FOR YOUR INFORMATION. THIS WILL HELP OUR OFFICE COMPLETE YOUR BANKRUPTCY MORE ACCURATE!