

DOCUMENT CHECKLIST

The following documents are required to be provided to your Bankruptcy Trustee. No case can be filed until you provide copies of all documents that are applicable to you. Please use this checklist to verify all documents. Write "N/A" (for not applicable) if a particular document does not apply to you.

REAL ESTATE

1. Description of Property (Address): _____

Parcel No.: _____

Creditor: _____

- _____ Recorded Mortgage or Land Contract
 - _____ Recorded Deed (H, W, or J)
 - _____ Proof of Insurance
 - _____ SEV (Most recent property tax statement showing the State Equalized Value)
 - _____ Appraisal, if any
 - _____ Listing Agreement, if any
-
-

2. Description of Property (Address): _____

Parcel No.: _____

Creditor: _____

- _____ Recorded Mortgage or Land Contract
 - _____ Recorded Deed (H, W, or J)
 - _____ Proof of Insurance
 - _____ SEV (Most recent property tax statement showing the State Equalized Value)
 - _____ Appraisal, if any
 - _____ Listing Agreement, if any
-
-

3. Description of Property (Address): _____

Parcel No.: _____

Creditor: _____

- _____ Recorded Mortgage or Land Contract
- _____ Recorded Deed (H, W, or J)
- _____ Proof of Insurance
- _____ SEV (Most recent property tax statement showing the State Equalized Value)
- _____ Appraisal, if any
- _____ Listing Agreement, if any

VEHICLES

1. Description of Property: _____

Creditor: _____

____ Title (H, W, or J)

____ Proof of Insurance

2. Description of Property: _____

Creditor: _____

____ Title (H, W, or J)

____ Proof of Insurance

3. Description of Property: _____

Creditor: _____

____ Title (H, W, or J)

____ Proof of Insurance

4. Description of Property: _____

Creditor: _____

____ Title (H, W, or J)

____ Proof of Insurance

REQUIRED INFORMATION

____ Divorce Judgment

- Date of Order: _____ State: _____

- Does Debtor pay Child Support? - Y/N _____

- Does Debtor pay Alimony? - Y/N _____ Details _____

____ Child Support Order

- Is child support paid direct - Y/N? _____ Via Payroll Order - Y/N? _____

- Are all Child Support payments current? _____

- Support Order Details:

Child 1 Age: _____ Amount: _____

Child 2 Age: _____ Amount: _____

Child 3 Age: _____ Amount: _____

Child 4 Age: _____ Amount: _____

____ Prior 6 Months of Check Stubs §521(a)(1)(B)(vi)

____ Debtor Date(s) of check stubs: _____

____ Spouse Date(s) of check stubs: _____

____ Tax Returns - Federal and State §521(e)(2)(A)(i)(ii) also 1308(a)

____ 2007 ____ W2's

____ 2006 ____ W2's

____ 2005

____ 2004

____ Prior 6 Months of Bank Statements §521(F)(4)(B)

____ Retirement Statements

____ Prior 6 months of Unemployment Statements

____ Pension Documents (Pension, 401K's Annuities, etc.)

____ Life Insurance Documents

____ Record of Interest in Educational IRA or State Tuition Program

____ Titles to Recreational Vehicles (Boats, Snowmobiles, Trailers, ATV, Dirt Bikes)

____ Legal Papers, lawsuits, prior bankruptcy papers

____ Copies of any lease agreements

____ Misc. Any other documents relevant to your assets and liabilities

BUSINESS INFORMATION (IF APPLICABLE)

- ___ Profit and Loss Statements for prior 12 months
- ___ Balance Sheets for prior 12 months
- ___ Written explanation as to why business will be better or worse off than prior 12 months
- ___ Prior 6 months of Business Banks Statements
- ___ Complete Business Budget
- ___ Copies of all Business insurance documents detailing what is covered
- ___ Proof of individual, employee, and sales tax payments for the prior 12 months
- ___ Any and all required business licenses
- ___ Detailed inventory lists that include the values of property
- ___ Any account receivable and account payable information
- ___ Any lien or secured creditor information (security agreements, promissory notes)
- ___ Complete list of employees, hourly rate, average hours worked, weekly gross and frequency of earnings.