

BANKRUPTCY CLIENT CHECKLIST

- ☐ Consumer credit counseling certificate
- ☐ Driver's license or state identification card which provides verification of your social security number
- ☐ Any documents relating to a disable veteran status
- ☐ Copies of all the most recent billing statements from every creditor
- ☐ Most recent 6 months of paycheck stubs for each debtor
- ☐ Most recent 6 months of documentations for all other forms of income including, Unemployment, Social Security, VA Benefits, etc.
- ☐ Copies of titles to all motor vehicles, vessels and mobile homes
- ☐ Recorded Mortgages and Deeds for all real property own or are purchasing
- ☐ Copies of any lawsuits filed within the past two (2) years
- ☐ Copies of all life insurance policies owned by debtor(s)
- ☐ Federal and State Income returns for past two (2) years
- ☐ Copies, or case numbers, of any previous bankruptcy cases filed within the past eight (8) years
- ☐ Copies of any court proceedings or collection letters
- ☐ Car payment statements (most recent 3 months)
- ☐ Current auto insurance declarations page
- ☐ Copies of Separation agreements or decrees of dissolution or divorce within the past one (1) year
- ☐ Most recent Mortgage statements for the past three (3) months
- ☐ Current homeowners insurance declarations page

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- ☐ All documents relating to retirement, pension and/or profit sharing accounts (most recent 3 months)
- ☐ If renting, a copy of the current residential property lease
- ☐ If renting, a copy of your renter's insurance policy
- ☐ List of prior addresses you have lived at within the past three (3) years
- ☐ Checking and savings accounts statement for past three (3) months
- ☐ Security agreements, financing statements and personal property leases, including rental agreements and cell phone contracts
- ☐ Stock certificates, bonds, credit union and passbook savings accounts and statements evidencing investments or savings (most recent 3 months)
- ☐ All documents relative to any trust in which the debtor(s) has interest (i.e. family trust)
- ☐ Credit card, installment debt and other debt statements (most recent 90 days)
- ☐ Cell phone bills (most recent 90 days)
- ☐ Utility bills (most recent 90 days)
- ☐ Documents verifying debtor(s) interest in any future property, including Wills or Trusts held by others
- ☐ Current credit report from all three (3) major reporting agencies

NOTE: Credit Reports are not mandatory, but will assist you with properly recording all debts when completing the Client Intake Forms. Free reports are provided at <http://annualcreditreports.com>.