

## BANKRUPTCY CLIENT CHECKLIST

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- 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>.