

# CLIENT DOCUMENT CHECKLIST

Refer to this checklist often. It's a handy tool that will help you keep track of required documents that you submit to your attorney's office. Any missing information may delay your bankruptcy filing. Original documents should always be kept in a safe place where you can easily find them.

SUBMITTED TO ATTORNEY			DOCUMENTS
YES	NO	N/A	
			1. Copies of all year-to-date income statements (minimum 7 months): Paycheck stubs, rental income statements, 401K distributions, Insurance Claims, Workers' Compensation, Unemployment, Personal Loans, Contributions to Household, Pensions, Social Security Award Letter, Profit and Loss Statement if self-employed, etc. <b><u>Continue to send new pay stubs up until the day your case is filed.</u></b>
			2. Consumer credit counseling certificates available online at <a href="http://www.abacuscc.org/">http://www.abacuscc.org/</a> .
			3. Most recent mortgage statement with lender address, your account number, monthly mortgage payment with any taxes and insurance (if included), interest rate and total payoff.
			4. Property tax bill (if not included in mortgage payment), Homeowners' Association statement and any foreclosure documents.
			5. Recorded mortgage and deed for all real property available at <a href="http://recorder.maricopa.gov/recdocdata/">http://recorder.maricopa.gov/recdocdata/</a> or the Recorder's Office for the county where the real property is located.
			6. Kelley Blue Book <u>Private Party Value</u> for each vehicle available at <a href="http://kbb.com">http://kbb.com</a> .
			7. Titles and registrations for all motor vehicles, including recreational vehicles, most recent auto loan/lease statement(s), and year/make/model/description of vehicle.
			8. Most recent statements from all creditors and collection agencies.
			9. Most recent statements from all student loans.
			10. All documents relating to retirement accounts showing account administrator, current balance and enrollment date: IRAs, 401Ks, etc.
			11. All personal and business contracts and agreements: Security agreements, rental agreements, lease agreements, auto loan contracts, etc.
			12. Any previous bankruptcy cases filed within the past eight (8) years.

SUBMITTED TO ATTORNEY			DOCUMENTS
YES	NO	N/A	
			13. Copies of tax returns for the past 2 years if filing Chapter 7. Copies of tax returns for the past 4 years if filing Chapter 13.
			14. Driver's license or state identification card and social security card.
			15. Bank statements for the last 6 months including printouts of online transactions from accounts such as PayPal, even if balance is 0.
			16. Utility and TV/Internet/Phone bills for the past 6 months.
			17. Appraisals made within the past 12 months for all real property or printout of fair market values available online at Redfin.com or Zillow.com.
			18. Separation agreements, decrees of dissolution, divorce decrees, orders for alimony or child support obligations.
			19. Copies of all Summonses, Complaints or other Court documents.
			20. Legal documents, accident reports or other documents regarding claim against other parties because of losses or injuries to you or your family.
			21. Documents verifying interest in any future property such as a Will or Probate Case.
			22. Insurance policy declarations: Term life, whole life, whole life loans, disability, homeowners, renters, motor vehicles or any other insured assets. Be sure to include any "riders" which cover any specific items of personal or business property with insured values.
			23. Stock certificates, bonds, credit union and passbook savings accounts and statements showing current balance or value.
			24. Current appraisals for jewelry, collectables or other valuable assets.
			25. Itemized list of all business assets with estimated market values.
			26. Most recent statement from any educational IRS and/or Tuition Trust account.
			27. List of prior addresses you have lived at within the past three (3) years.
			28. Any documents relating to a "disabled veteran" status.
			29. Completed set of Client Intake Forms which provides us with the information required for your case. Make as many copies of the Debt Sheets on page 12 as you need.