

## Information Needed for Bankruptcy Petition

1. Tax returns for past two years;
2. If you own real estate, copy of appraisal or document (other than tax assessment) to prove value;
3. Most recent pay stub for all jobs;
4. All income records from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (Not Including Social Security Benefits)
5. Complete household budget including any expenditures you may have for mortgage/rent, utilities, water & sewer, telephone, cable TV, food, clothing, laundry & dry cleaning, medical and dental expenses, gasoline, recreation, charitable donations, insurance premiums, car payments, alimony, and any other regular monthly expense. **Please use the attached list.**
6. Copies of most recent bank statements for all accounts (For CD's, the name of the bank and CD number);
7. All information on safe deposit boxes;
8. Copies of all life insurance policies & their cash surrender values;
9. Pension/Profit sharing plans & value if vested;
10. For your secured debts (mortgage, car loan, etc.), the coupon book (or copy of a payment coupon), copy of loan agreement, creditor's address (not their payment address), and balance due on loan;
11. For priority debts (taxes, alimony, child support arrearages, moneys owed to employees if you are self-employed, moneys held as a deposit, etc.), a copy of statement, bill or notice of amount due and date it was incurred;
12. For leases and contracts involving your home or motor vehicle, a copy of the lease;
13. Balances of security deposits to landlords, utility companies, etc.;
14. For your unsecured debts, copies of the most recent billing statements for credit cards, past-due utilities, medical bills, personal loans, student loans, DMV surcharges, motor vehicle fines, etc., **including a notation or separate list for the date the bill was incurred, or if credit card debt, provide the last date the card was used (i.e. month and year, 3 months ago, 6 months ago, 1 year ago);**
15. For your personal loans, copies of the loan agreement or security agreement;
16. If any of your creditors have sued or are suing you, copies of all paperwork you have on it;
17. A list of all personal property and its value (Value = what you could get for it, not what you paid for it) including the following:
  - Clothing (provide total value for all of your clothing)
  - Furniture (living room, dining room, bedrooms, family room, kitchen) (provide list of items over \$400)
  - Appliances, computer, stereo equipment, TV, VCR, (provide list of items over \$400)
  - Jewelry (i.e. wedding ring, engagement ring, watch, chains, bracelets, earrings, rings, etc.)
  - Collectibles
  - Sporting goods or equipment
  - Motor vehicles, boats, or trailers
  - Investments, insurance, pension, retirement plan, etc.
18. Information on any property that has been repossessed in the past year;
19. Information on any loss due to fire, theft or other casualty, or gambling.