



Bankruptcy Client Checklist

IMPORTANT NOTICE

DO NOT provide your attorney with the originals of your documents. Make copies at any copy shop and provide the copies to your attorney. You should store the originals in a safe place where you can easily find them and provide them to the bankruptcy court if requested.

****Please Read Carefully****

Six (6) months of paycheck stubs
Six (6) months of bank account statements
Copies of titles to all motor vehicles. (Includes any vehicles not running)
Recorded Mortgage and Deed on all property you own.

- o These documents are normally obtained from the Recorder's Office for the county where the real property is located.

Copies of any and all lease agreements, including motor vehicle leases, rent-to own property, contracts, etc.
A copy of appraisals made within the past 12 months for all real property.

- o If you are buying or own any other real property, and it has not been appraised within the past 12 months, you must pay for an appraisal prior to filing bankruptcy.

Copies of any lawsuits, foreclosures, judgments, liens, garnishments or any other legal proceedings you have been a party to within the past two (2) years.
Copies of all insurance policies including life, disability insurance, homeowners, renters, motor vehicles or any other insured assets. Be sure to include any "riders" which cover any specific items of personal property with insured values.
Income tax returns for the past (2) years.
Separation agreements or Decrees of Dissolution, Divorce decrees or support obligations filed within the past two (2) years.
All documents relating to retirement accounts, IRAs, 401Ks, etc.
Security agreements, financing statements and personal property leases.
Stock certificates, bonds, credit union and passbook savings accounts and statements evidencing investments or savings.
Evidence of value of real estate (i.e. appraisal dated no later than one (1) year prior to filing bankruptcy.)
Documents verifying debtor(s) interest in any future property, a WILL, etc.
Attach recent credit reports from all three bureaus, Equifax, Experian and TransUnion. Under law, you are entitled to one free credit report per year which you can obtain online at: <https://www.annualcreditreport.com/>
Consumer counseling documents. If you have not obtained your credit counseling, you may obtain them online at <http://www.cccsatl.org>
Copies of any previous bankruptcy cases filed within the past eight (8) years.
Copies of the most recent statement from any education's IRS and/or Tuition Trust account.
Copies of the most recent statements from any student loans.
List of prior addresses you have lived at within the past three (3) years.
Copies of utility bills for the past six (6) months.
Driver's license or state identification card which provides verification of your social security number.
Any documents relating to a "disabled veteran" status.
Completed set of Bankruptcy Client Intake Forms which provides us with the information to prepare a well-detailed bankruptcy petition acceptable to the court. In no circumstance should your credit report be used in place of the Debt Sheets within the Client Intake Forms. Please use it as a guide to ensure all of your debts are included. To obtain a free set of Bankruptcy Client Intake Forms to complete, please retrieve the password to access the file from your attorney and visit: http://allsourceprofessionals.com/forms/view_category.html