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**BANKRUPTCY CLIENT INTAKE**

- **PLEASE PRINT CLEARLY**
  - **PLEASE ANSWER ALL QUESTIONS TO THE BEST OF YOUR ABILITY**
- 

Date: \_\_\_\_\_

**DEBTOR**

Full Legal Name (First, middle and Last): \_\_\_\_\_

Any other names used in past 8 years: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (HOME) \_\_\_\_\_ (MOBILE)

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different from physical address):  
\_\_\_\_\_  
\_\_\_\_\_

Your Social Security Number: \_\_\_\_\_

Have you filed Bankruptcy before? (Circle one) YES NO

If YES, provide info below:

Date Filed (day, month and year) \_\_\_\_\_ Date Discharged \_\_\_\_\_

Case # \_\_\_\_\_ Chapter \_\_\_\_\_ Location (city and state) \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

**JOINT DEBTOR**

Full Legal Name (First, middle and Last): \_\_\_\_\_

Any other names used in past 8 years: \_\_\_\_\_

Joint Debtor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Joint Debtor Social Security Number: \_\_\_\_\_

Have you filed Bankruptcy before? (Circle one) YES NO (if YES, provide info below)

Date Filed (day, month and year) \_\_\_\_\_ Date Discharged \_\_\_\_\_

Case # \_\_\_\_\_ Chapter \_\_\_\_\_ Location (city and state) \_\_\_\_\_

Notes: \_\_\_\_\_

**REAL PROPERTY INFORMATION**

**Real Property (home)**

Do you own any Real Property? (Circle one) YES NO (if YES, provide info below)

Address: \_\_\_\_\_

\_\_\_\_\_

When did you purchase this property? \_\_\_\_\_

How much did you purchase the property for? \_\_\_\_\_

What is the Fair Market Value of the property? \_\_\_\_\_

Notes: \_\_\_\_\_

**First Lien Holder Info**

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

Amount owed on Loan (Balance owed): \_\_\_\_\_

Date Incurred: \_\_\_\_\_

Does this Include Property Taxes and Insurance? (Circle one) YES NO (if NO, provide info below)

How much do you pay in Property Taxes per month? \_\_\_\_\_ OR Bi-annually: \_\_\_\_\_

How much do you pay for home owners insurance per month? \_\_\_\_\_

Account #: \_\_\_\_\_

Are you current on this First Mortgage? (Circle One) YES NO (if NO, provide info below)

How many months past due are you? \_\_\_\_\_

Notes: \_\_\_\_\_

**Second Lien Holder Info (If Applicable)**

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

Amount owed on Loan (Balance owed): \_\_\_\_\_

Date Incurred: \_\_\_\_\_

Does this Include Property Taxes and Insurance? (Circle one) YES NO (if NO, provide info below)

How much do you pay in Property Taxes per month? \_\_\_\_\_ OR Bi-annually: \_\_\_\_\_

How much do you pay for home owners insurance per month? \_\_\_\_\_

Account #: \_\_\_\_\_

Are you current on this First Mortgage? (Circle One) YES NO (if NO, provide info below)

How many months past due are you? \_\_\_\_\_

Have you received a Notice of Default? (Circle one) YES NO

Have you received a Notice of Trustee Sale? (Circle one) YES NO

Do you wish to keep or surrender this property? (Please state your intention) \_\_\_\_\_

Notes: \_\_\_\_\_

**Real Property (Investment Property or Second Home)**

Do you own any Real Property? (Circle one) YES NO (if YES, provide info below)

Address: \_\_\_\_\_

\_\_\_\_\_

When did you purchase this property? \_\_\_\_\_

How much did you purchase the property for? \_\_\_\_\_

What is the Fair Market Value of the property? \_\_\_\_\_

Notes: \_\_\_\_\_

**First Lien Holder Info**

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

Amount owed on Loan (Balance owed): \_\_\_\_\_

Date Incurred: \_\_\_\_\_

Does this Include Property Taxes and Insurance? (Circle one) YES NO (if NO, provide info below)

How much do you pay in Property Taxes per month? \_\_\_\_\_ OR Bi-annually: \_\_\_\_\_

How much do you pay for home owners insurance per month? \_\_\_\_\_

Account #: \_\_\_\_\_

Are you current on this First Mortgage? (Circle One) YES NO (if NO, provide info below)

How many months past due are you? \_\_\_\_\_

Notes: \_\_\_\_\_

**Second Lien Holder Info (If Applicable)**

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

Amount owed on Loan (Balance owed): \_\_\_\_\_

Date Incurred: \_\_\_\_\_

Does this Include Property Taxes and Insurance? (Circle one) YES NO (if NO, provide info below)

How much do you pay in Property Taxes per month? \_\_\_\_\_ OR Bi-annually: \_\_\_\_\_

How much do you pay for home owners insurance per month? \_\_\_\_\_

Account #: \_\_\_\_\_

Are you current on this First Mortgage? (Circle One) YES NO (if NO, provide info below)

How many months past due are you? \_\_\_\_\_

Have you received a Notice of Default? (Circle one) YES NO

Have you received a Notice of Trustee Sale? (Circle one) YES NO

Do you wish to keep or surrender this property? (Please state your intention) \_\_\_\_\_

Notes: \_\_\_\_\_

**BANK ACCOUNTS**

**Checking and Savings Account**

Who do you bank with (Name)? \_\_\_\_\_

*Complete below where applicable*

Checking Account (Please list balance): \_\_\_\_\_

Savings Account (Please list balance): \_\_\_\_\_

Is this is a Joint Account? (Circle one) YES NO (if NO, please provide info below)

Joint Debtor Bank Name: \_\_\_\_\_

Checking Account (Please list balance): \_\_\_\_\_

Savings Account (Please list balance): \_\_\_\_\_

**Life Insurance Policies, Stocks, Bonds, 401k's, IRA's & Pensions**

**DEBTOR**

Do you have any Life Insurance Policies? (Circle one) YES NO (if YES, please provide info below)

Who is your Plan through (company or employer)? \_\_\_\_\_

Is it a Term, Whole or Universal Policy? (Please state Policy Type) \_\_\_\_\_

If it is Universal or Whole, please state Cash Surrender Value \_\_\_\_\_

How much do you pay per month? \_\_\_\_\_

Do you have a 401k, IRA or a Pension? (Circle One) YES NO (If YES, please provide info below )

What type of investment/Retirement account is it? (401k, IRA & Pension) Please state type  
\_\_\_\_\_

Who is the investment/Retirement account through? (employer or company) Please State:  
\_\_\_\_\_

What is the current balance in your investment/Retirement account? \_\_\_\_\_

Notes: \_\_\_\_\_

**JOINT DEBTOR**

Do you have any Life Insurance Policies? (Circle one) YES NO (if YES, please provide info below)

Who is your Plan through (company or employer)? \_\_\_\_\_

Is it a Term, Whole or Universal Policy? (Please state Policy Type) \_\_\_\_\_

If it is Universal or whole, please state Cash Surrender Value \_\_\_\_\_

How much do you pay per month? \_\_\_\_\_

Do you have a 401k, IRA or a Pension? (Circle One) YES NO (If YES, please provide info below )

What type of investment/Retirement account is it? (401k, IRA & Pension) Please state type

\_\_\_\_\_

Who is the investment/Retirement account through? (employer or company) Please State:

\_\_\_\_\_

What is the current balance in your investment/Retirement account? \_\_\_\_\_

Notes: \_\_\_\_\_

### **VEHICLE INFORMATION**

#### **DEBTOR**

Do you finance/lease or own your vehicle? Please state which \_\_\_\_\_

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Miles: \_\_\_\_\_

Condition (poor, fair, good): \_\_\_\_\_

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

Account #: \_\_\_\_\_

Balance owed: \_\_\_\_\_

Monthly Payment: \_\_\_\_\_

Estimated Market Value: \_\_\_\_\_

Do you wish to Keep or Surrender the Vehicle (please state intention) \_\_\_\_\_

Are you Current or Delinquent on this Vehicle? (Circle one) YES NO (if YES, provide info below)

How many months delinquent? : \_\_\_\_\_

Notes: \_\_\_\_\_

**JOINT DEBTOR**

Did you finance/lease or own your vehicle? Please state which \_\_\_\_\_

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Miles: \_\_\_\_\_

Condition (poor, fair, good): \_\_\_\_\_

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

Account #: \_\_\_\_\_

Balance owed: \_\_\_\_\_

Monthly Payment: \_\_\_\_\_

Estimated Market Value: \_\_\_\_\_

Do you wish to Retain the vehicle OR Surrender the Vehicle (please state intention)

\_\_\_\_\_

Are you Current OR Delinquent on this Vehicle? (Circle one) YES or NO

If YES, provide info below:

How many months delinquent? : \_\_\_\_\_

Notes: \_\_\_\_\_

**ADDITIONAL VEHICLE INFO (IF APPLICABLE)**

Did you finance/lease or own your vehicle? Please state which \_\_\_\_\_

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Miles: \_\_\_\_\_

Condition (poor, fair, good): \_\_\_\_\_

Lender Name: \_\_\_\_\_

\_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

Account #: \_\_\_\_\_

Balance owed: \_\_\_\_\_

Monthly Payment: \_\_\_\_\_

Estimated Market Value: \_\_\_\_\_

Do you wish to Retain OR Surrender the Vehicle (please state intention) \_\_\_\_\_

Are you Current OR Delinquent on this Vehicle? (Circle one) YES or NO

If YES, provide info below:

How many months delinquent? : \_\_\_\_\_

Notes: \_\_\_\_\_

### **TAXES & STUDENT LOANS**

#### **DEBTOR**

Do you own any back taxes? (Circle One) YES NO (IF YES, please provide info below)

Is this Federal Income, State Income or Real Property Tax? Please State: \_\_\_\_\_

Year Owed: \_\_\_\_\_

Amount Owed: \_\_\_\_\_

Type (Income, property or payroll). Please state: \_\_\_\_\_

Year Owed: \_\_\_\_\_

Amount Owed: \_\_\_\_\_

Type (Income, property or payroll). Please state: \_\_\_\_\_

Year Owed: \_\_\_\_\_

Amount Owed: \_\_\_\_\_

Type (Income, property or payroll). Please state: \_\_\_\_\_

Do you owe any Student Loans? (Circle One) YES NO (if YES, please provide info below)

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

Amount Owed: \_\_\_\_\_

Monthly Payment: \_\_\_\_\_

Notes: \_\_\_\_\_

**JOINT DEBTOR**

Do you own any back taxes? (Circle One) YES NO (IF YES, please provide info below)

Is this Federal Income, State Income or Real Property Tax? Please State: \_\_\_\_\_

Year Owed: \_\_\_\_\_

Amount Owed: \_\_\_\_\_

Type (Income, property or payroll). Please state: \_\_\_\_\_

Year Owed: \_\_\_\_\_

Amount Owed: \_\_\_\_\_

Type (Income, property or payroll). Please state: \_\_\_\_\_

Year Owed: \_\_\_\_\_

Amount Owed: \_\_\_\_\_

Type (Income, property or payroll). Please state: \_\_\_\_\_

Do you owe any Student Loans? (Circle One) YES NO (if YES, please provide info below)

Lender Name: \_\_\_\_\_

Lender Address: \_\_\_\_\_

\_\_\_\_\_

Amount Owed: \_\_\_\_\_

Monthly Payment: \_\_\_\_\_

Notes: \_\_\_\_\_

**UNEXPIRED LEASES/CONTRACTS (apartment, office, Vehicle, etc)**

**DEBTOR**

Lessor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nature of Lease? (Apartment, Office, Vehicle, Etc.) Please State: \_\_\_\_\_

Intention? (Reject or Assume) Please state your intention: \_\_\_\_\_

Notes: \_\_\_\_\_

Lessor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nature of Lease? (Apartment, Office, Vehicle, Etc.) Please State: \_\_\_\_\_

Intention? (Reject or Assume) Please state your intention: \_\_\_\_\_

Notes: \_\_\_\_\_

**JOINT DEBTOR**

Lessor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nature of Lease? (Apartment, Office, Vehicle, Etc.) Please State: \_\_\_\_\_

Intention? (Reject or Assume) Please state your intention: \_\_\_\_\_

Notes: \_\_\_\_\_

Lessor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nature of Lease? (Apartment, Office, Vehicle, Etc.) Please State: \_\_\_\_\_

Intention? (Reject or Assume) Please state your intention: \_\_\_\_\_

Notes: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**DEBTOR**

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

How long employed: \_\_\_\_\_

Self Employed, Corporation or DBA? If so please list name of company: \_\_\_\_\_

If Unemployed, retired, or on disability list how much you receive per check, what type of compensation it is and how often you receive it: \_\_\_\_\_  
\_\_\_\_\_

Pay Frequency (Weekly, bi weekly, semi monthly, monthly) Please state: \_\_\_\_\_

Gross Wages (per pay check): \_\_\_\_\_

Overtime (if applicable): \_\_\_\_\_

Payroll Deductions: \_\_\_\_\_

Do you pay for Insurance? (circle one) YES NO (if YES, provide info below)

Medical : \_\_\_\_\_

Life: \_\_\_\_\_

Dental: \_\_\_\_\_

Vision: \_\_\_\_\_

Union Dues (if applicable): \_\_\_\_\_

401k/Pension: \_\_\_\_\_

Other: \_\_\_\_\_

Notes: \_\_\_\_\_

**JOINT DEBTOR**

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

How long employed: \_\_\_\_\_

Self Employed, Corporation or DBA? If so please list name of company: \_\_\_\_\_

If Unemployed, retired, or on disability list how much you receive per check, what type of compensation it is and how often you receive it: \_\_\_\_\_  
\_\_\_\_\_

Pay Frequency (Weekly, bi weekly, semi monthly, monthly) Please state: \_\_\_\_\_

Gross Wages (per pay check): \_\_\_\_\_

Overtime (if applicable): \_\_\_\_\_

Payroll Deductions: \_\_\_\_\_

Do you pay for Insurance? (circle one) YES NO (if YES, provide info below)

Medical : \_\_\_\_\_

Life: \_\_\_\_\_

Dental: \_\_\_\_\_

Vision: \_\_\_\_\_

Union Dues (if applicable): \_\_\_\_\_

401k/Pension: \_\_\_\_\_

Other: \_\_\_\_\_

Notes: \_\_\_\_\_

**MONTHLY EXPENSES (COMBINED AS A HOUSEHOLD)**

Rent or Home Mortgage Payment: \_\_\_\_\_

Property taxes ( if applicable): \_\_\_\_\_

Homeowners Insurance (if applicable): \_\_\_\_\_

Utilities (Electricity, heating and air) : \_\_\_\_\_

Water and Sewer: \_\_\_\_\_

Trash: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone (combined): \_\_\_\_\_

Natural Gas: \_\_\_\_\_

Cable & Internet: \_\_\_\_\_

Food: \_\_\_\_\_

Clothing: \_\_\_\_\_

Laundry Dry Cleaning: \_\_\_\_\_

Day Care/ Child Care: \_\_\_\_\_

Medical and Dental Expenses (recurring each month: \_\_\_\_\_

Vehicle Gasoline: \_\_\_\_\_

Life Insurance: \_\_\_\_\_

Health Insurance: \_\_\_\_\_

Auto Insurance (Combined for all vehicles): \_\_\_\_\_

Auto Payment: \_\_\_\_\_

Second Auto Payment (if applicable): \_\_\_\_\_

Alimony or Child Support: \_\_\_\_\_

Other (please list monthly bill and amount): \_\_\_\_\_

**COMBINED INCOME**

What was your combined income from regular employment for Years:

2008: \_\_\_\_\_

2009: \_\_\_\_\_

2010 (Year to Date): \_\_\_\_\_

**DEBTOR**

If receiving or have received unemployment, disability, retirement, alimony or child support from the past 3 years please list below:

Type: \_\_\_\_\_

Year: \_\_\_\_\_

Amount (for the whole year): \_\_\_\_\_

**JOINT DEBTOR**

If receiving or have received unemployment, disability, retirement, alimony or child support from the past 3 years please list below:

Type: \_\_\_\_\_

Year: \_\_\_\_\_

Amount (for the whole year): \_\_\_\_\_

**REPOSSESSIONS, SHORT SALES AND FORECLOSURES**

Have the debtor or Joint Debtor incurred a repossession, short sale or foreclosure within the past 3 years? (Circle one) YES NO (IF YES, please provide info below)

Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Account Number: \_\_\_\_\_

Type (Foreclosure, Repossession, Short Sale) Please state: \_\_\_\_\_

Date Incurred: \_\_\_\_\_

Description of Property (Real or Personal) Please State: \_\_\_\_\_

\_\_\_\_\_

**MISCELLANEOUS**

Do you have any dependents (children) living with you 21 years old or younger? (circle one) YES NO (if YES, provide info below)

Age: \_\_\_\_\_

Gender: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: \_\_\_\_\_

What is your marital status?: \_\_\_\_\_

Have you been divorced in the past 8 years? (circle one ) YES NO (if YES, provide info below)

Name of Ex Spouse: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **REQUIRED INFORMATION AND DOCUMENTS FOR BANKRUPTCY**

In order to properly evaluate and prepare your bankruptcy documents the following documents and information are required to be provided:

**CREDIT COUNSELING (Pre-Filing)** - The mandatory pre-filing credit counseling must be completed at least 1 full calendar day prior to filing.

You should be aware that credit counseling is provided by 3rd party services, authorized by the Office of the United States Trustee. There is a cost to obtaining the counseling (approx. \$50.00). Our office has no control over the services' schedules, volume of calls, hours of operation, or availability of counselors. Your failure to successfully complete counseling by the required deadline may result in your inability to file for bankruptcy. Visit [www.consumerbankruptcycounseling.info](http://www.consumerbankruptcycounseling.info) for free online credit counseling course.

**FINANCIAL MANAGEMENT COURSE (After-Filing)** - In order to obtain a discharge in your bankruptcy case you are required to complete a financial management course and file proof of completion with the Court. For Chapter 7 debtors, the course must be completed and proof filed within 45 days of the initial date set for the Meeting of Creditors. For Chapter 13 debtors, the course must be completed and the proof filed prior to the completion of your chapter 13 plan.

*Your failure to file the proof of completion of the financial management course by the required deadline will result in the closure of your case without a discharge.*

### **PERSONAL INFORMATION**

- Copy of Drivers License
- Copy of Social Security Card
- History of residences - 3 yrs (provide complete address with "From - To" dates)

### **INCOME**

- Complete record of the past 7 months of all income received, separately for each wage earner in the household (pay stubs, paychecks, commission, employer allowances, unemployment or disability stubs, rental income, records of cash payments, record of contributions to household)
- Pay stubs of any household contributors (if any)
- List all persons in the household who are employed (names, relationship, job title, income)

### **TAXES (State & Federal)** (if married and filed separately - for each spouse)

For taxes - provide 2 complete copies of the return or 2 copies of an "IRS Account Transcript" for each tax year.

- 2008 Tax Returns
- 2008 W-2's and/or 1099's - originals will not be returned
- 2009 Tax Returns
- 2009 W-2's and/or 1099's - originals will not be returned

### **REAL PROPERTY**

**\*\*\* Notice of Default and/or Notice of Trustee Sale**

**Fair Market Value ("FMV") of property (obtain sales comps)**

Property Taxes & Insurance (information & docs are required even if impounded)

- Proof of Home Owners Insurance - Declarations page
- Specify if insurance is impounded in a mortgage payment or not (specify which mortgage payment)
- Property Tax Statement (current and past due statements)

-Specify if taxes are impounded in a mortgage payment or not (specify which mortgage payment)

For Each Mortgage Loan Including Equity Lines) - Separately List Or Provide

-Date of loan or last refinance

-Last Mortgage Statement received

-Old Mortgage Statement from when the loan was actually current

### **SUPPORT ORDERS**

-Provide a copy of the Court Order, Settlement Agreement or Stipulated Judgment for Child Support and Order for Spousal Support Statements for any arrears of support

### **EXPENSES & ASSETS**

-3 months of all household bills (gas, water, telephone, cell, cable, internet, newspaper, etc)

-Most utility companies make account histories available on their websites

-Other bills (auto insurance, school tuition, DMV)

-3 months of all bank statements for all checking, savings & credit unions accounts

-Recent statements for financial accounts (i.e. Investment, Savings, Life insurance, etc)

-Recent statement for retirement accounts (401k, IRA, Retirement, PERS, etc)

-Any transfer documents for property transferred within 4 years (houses, cars, etc)

### **DEBTS**

-Credit Card Statements

-Collection notices, letters of demand

-Credit Reports (Experian, Equifax, Trans Union)

-Tax Debt - statements

-Lawsuit documents

-Statements of deficiency of auto repossessions (include date of repo & year, make & model of car)

### **BUSINESS DOCUMENTS**

-Name of business

-Brief description of business.

-Type of business (sole proprietorship, corporation, LLC, partnership)

-Dates of Opening and Closing of business

-Names, addresses and positions of all partners, officers, and directors

-Income - Monthly breakdown for each of the last 12 months

-Expenses - Monthly breakdown for each of the last 6 months

-Estimated monthly income for next 12 months (monthly average)

-Accounts receivable

-Accounts payable

-Inventory value and description

-Description and value of business assets.

### **SECURED PROPERTY - (Cars. Boats. Jet Skis. Etc...)**

For Each Item Separately Provide The Following:

-Fair Market Value (kbb.com, Auto trader; etc ... )

-For cars go to: Kbb.com and obtain "Private Sale" and "Trade In" values

-Recent Statement

-Copy of purchase contract

-Purchase date

-Original length of contract (number of months)

-Number of months remaining to pay on the contract (must be obtained directly from the lender)

-Proof of Insurance - Declarations page