

# Bankruptcy Client Checklist

## Page 1 of 2

Due to changes in the bankruptcy law, clients must provide the following documents (where applicable) to their bankruptcy attorney prior to the preparation of their bankruptcy petition.

1. 6 months of paycheck stubs.
2. 6 months of bank account statements.
3. Copies of titles to all motor vehicles.
4. Recorded mortgage and deed for all real property. These documents are normally obtained from the Recorder's Office for the county where the real property is located.
5. Copies of any and all lease agreements, including motor vehicle leases, rent-to-own property, contracts, etc.
6. A copy of appraisals made within the past 12 months for all real property. 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.
7. Copies of any lawsuits, foreclosures, judgments, liens or garnishments filed within the last two (2) years.
8. 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.
9. Income tax returns for the past (2) years.
10. All documents relating to retirement accounts, IRAs, 401Ks, etc.
11. Separation agreements, decrees of dissolution, divorce decrees or support obligations filed within the past on (1) year
12. Security agreements, financing statements and any or all personal property leases.
13. Copies of credit reports for all 3 credit reporting agencies: Equifax, TransUnion and Experian. Under law, you are entitled to one free credit report per year which you can obtain on line at:  
<http://www.annualcreditreport.com/>

14. Stock certificates, bonds, credit union and passbook savings accounts and statements evidencing investments or savings.
15. Documents verifying interest in any future property (such as Will).
16. Consumer credit counseling documents. If you have not obtained your credit counseling, you may obtain them online at:  
[http://www.yourbankruptcypartner.com/prebankruptcy\\_certificates/](http://www.yourbankruptcypartner.com/prebankruptcy_certificates/)
17. Copies of any previous bankruptcy cases filed within the past eight (8) years.
18. Copies of the most recent statement from any education's IRS and/or Tuition Trust account.
19. Copies of the most recent statements from any student loans.
20. List of prior addresses you have lived at within the past three (3) years.
21. Copies of utility bills for the past six (6) months.
22. Driver's license or state identification card which provides verification of your social security number.
23. Any documents relating to a "disabled veteran" status.
24. Completed set of 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. Your credit report should be used as a guide to make sure all your debts are included. To obtain a free set of Client Intake Forms to fill out for your attorney, visit:  
[http://www.713paralegal.com/client\\_intake\\_forms.pdf](http://www.713paralegal.com/client_intake_forms.pdf)

If you wish to retain the original of your documents, you may either copy them at a copy shop or scan them into PDF format and place them on a CD-Rom for your attorney prior to your meeting.

Thank you.