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Attorney at Law

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CHECKLIST OF REQUIRED DOCUMENTS FOR CHAPTER 7 BANKRUPTCY

IF YOU OWN PROPERTY OR YOUR NAME IS ON ANY PROPERTY YOU NEED TO PROVIDE:

- _____ Copies of all recorded deeds you received when you bought the property
- _____ Copies of all recorded mortgages or land contract or purchase agreement
- _____ Property tax statement showing taxable value and State Equalized Value (SEV)
- _____ Home loan information showing pay off balance and monthly payment
- _____ Appraisal if you have had your property appraised
- _____ Proof of Insurance- Policy Declaration page- obtain from insurance company
- _____ Copies of titles to all mobile or modular homes

IF YOU RENT PROPERTY:

- _____ Copy of your lease agreement (if there is one)
- _____ Proof of Insurance- Policy Declaration page for renters insurance

IF YOU OWN A MOTOR VEHICLE OR YOUR NAME IS ON A MOTOR VEHICLE:

- _____ Copy of Title certificate
- _____ Copy of Vehicle purchase agreement or lease agreement
- _____ Car loan information showing the pay off balance and monthly payment
- _____ Proof of Insurance- Policy Declaration page- obtain from insurance company

IF YOU ARE WORKING:

_____ Pay stubs for the last 6 months of employment, plus the current month-
and remember to keep all pay stubs received in the future

_____ Copies of the last 2 years of tax returns

If you do not have your tax returns for the last 2 years you can contact the IRS at 1-800-829. 1040 and request Form 4506-T: Request for Transcript of Tax Return.

IF YOU ARE RECEIVING SSD/SSI:

_____ Yearly statement from Social Security for the last 2 years.

This can be requested from the Social Security Administration- 1-800-772-1213

_____ If you do not file taxes, copy of the last tax return filed unless it is more
than 20 years ago.

If you do not have your tax returns you can contact the IRS at 1-800. 829. 1040 and
request Form 4506-T: Request for Transcript of Tax Return.

ALL DEBT INFORMATION:

_____ Original bills from all creditors showing creditor name, address, amount
due and account number

FINANCIAL INSTITUTION INFORMATION:

_____ Bank statements for the last 3 months for all checking, savings or credit
union accounts

_____ Plan statements for all 401K, IRA or other retirement accounts

_____ Closing statement from any accounts closed in the past year

OTHER:

_____ Copy of Divorce Judgment(s) if divorced within the last year

Once you have gathered all the above documents, please mail or deliver to the Law Office of Sean Campbell nearest you.:

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Please enclose this worksheet with your documents. And if a selection does not apply to you- then write NA (not applicable) in the appropriate spot.

Once we receive the documents, we will review them and if everything is complete as well as the questionnaire we will prepare the papers and schedule a time for you to sign.

If you have any questions, please call us at 517- 719-6209