

Marvin R. Jeffcoat, Esq.
Attorney at Law
BANKRUPTCY CLIENT INTAKE FORM



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BANKRUPTCY CLIENT QUESTIONNAIRE & REQUIRED DOCUMENTATION

IMPORTANT NOTE TO PROSPECTIVE CLIENT:

The attached questionnaire must be completed FULLY & ACCURATELY! The questionnaire is confidential and between you and your attorney only; thus, don't fret when completing it. If there is something you don't understand just mark it and discuss with your attorney. The questionnaire is a PDF so you may type in your answers and save to your computer. Please remember to save occasionally to not lose any information. You may also print and write your answers. When you are finished, you may email the completed questionnaire to jeffcoatm505@aol.com (put your full name in the subject line). You may also drop it off at our office (if the office is closed, slip it through the mail slot and email or text us to let us know you dropped it off) and you may also fax it as well!

MANDATORY DOCUMENTS NEEDED:

When returning the completed questionnaire, you must also provide/complete ALL of the information below:

Credit Counseling Certification

Completed Pre-Petition Filing Credit Counseling Course: You may use whichever company you want, so long as they are an approved course provider. We can recommend ccadvising.com or beadvisor.com. These two typically have low costs. Using a computer to complete the course may decrease the price over using mobile devices with some providers. *When asked, your court, which includes a bankruptcy proceeding, will be "Eastern District of New York" or "District of Connecticut" and your attorneys for the advising course are "Marvin R. Jeffcoat and Allan Jennings".*

Income

Last Two (2) Years of federal and state tax returns or tax transcripts

Last Seven (7) Months of payroll stubs for each employed person in the household and for each employer. *(If selfemployed and you don't pay yourself a regular check, please provide a profit and loss statement (P&L) for the last Six (6) months, broken down by month).*

If applicable, copy of Social Security / Disability / Unemployment letter

Financials

Last Three (3) Months of bank statements for all accounts

Last Statement of any IRA, 401K or Health Savings Account

Divorce / Support / Lawsuits

If you are paying child or spousal support, please provide a copy of the order of support or letter from the state agency showing the amount.

If you have been or are currently being sued, or if you are suing someone else, please provide a copy of the lawsuit and/or judgment filed or served on you

Miscellaneous (your attorney may specifically ask for these)

Copies of Registration for all vehicles owned or leased

If there is a garnishment, the contact name and fax number for your employer's HR dept.

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Bankruptcy Client Questionnaire
Section 1 - Basic Information

Part A. Name and Address of Debtor (If married and filing jointly, put Husband info here)

Name: _____

Have you used any other names in the past eight years? No Yes

If yes, please list other names used: _____

Telephone Numbers\Email address:

Home: _____

Work: _____

Cell: _____

Email: _____

****IT IS ESSENTIAL THAT YOU PROVIDE A VALID EMAIL ADDRESS THAT YOU CHECK OFTEN IN ORDER TO COMMUNICATE WITH YOU & PROVIDE NECESSARY CORRESPONDENCE.**

Social Security Number: ____ - ____ - ____

Driver's License Number: _____ Expiration

Date: _____ State: _____

Date of Birth: _____

Physical Address: _____

City: _____ State: ____ Zip: _____ County: _____

Have you lived at this address for at least 180 days? No Yes

If you answered no, please list your previous address:

Address: _____

City: _____ State: ____ Zip: _____ County: _____

If you have a different mailing address, please list:

Mailing Address: _____

City: _____ State: ____ Zip: _____ County: _____

Marital Status: Never Married
Widowed

Married and living together
Married but Separated Divorced

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Part B. Name and Address of Spouse

Even if you are not filing jointly with your spouse, we still need the following information about your spouse; however, if you are physically separated from your spouse, you may skip this part:

Spouse Name: _____

Has your spouse used any other names in the past 8 years? No Yes

If yes, please list other names used: _____

Telephone Numbers\Email address:

Home: _____

Work: _____

Cell: _____

Email: _____

****IT IS ESSENTIAL THAT YOU PROVIDE A VALID EMAIL ADDRESS THAT YOU CHECK OFTEN IN ORDER TO COMMUNICATE WITH YOU & PROVIDE NECESSARY CORRESPONDENCE.**

Social Security Number: ____ - ____ - ____

Driver's License Number: _____ Expiration

Date: _____ State: _____

Date of Birth: _____

If your spouse lives at a different address, please list:

Address: _____

City: _____ State: ____ Zip: _____ County: _____

Has your spouse lived at this address for at least 180 days? No Yes

If you answered no , please list your spouse's previous address:

Address: _____

City: _____ State: ____ Zip: _____ County: _____

If your spouse has a different mailing address, please list:

Mailing Address: _____

City: _____ State: ____ Zip: _____ County: _____

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Part C. Prior and/or Pending Bankruptcy Cases

Have you or your spouse filed a bankruptcy case in the last 8 years? No Yes

If yes, in which district of which state was the case filed?

Case Number: _____

Date Filed: _____

Date Discharged: _____

Was the case dismissed (you did not complete the bankruptcy)? No Yes

If so, what date was it dismissed? _____

Part D. Debtors Who Reside as Tenants of Residential Property

Do you have an eviction pending against you? No Yes

If yes, please provide your landlord's name and address:

Name: _____

Address: _____

City: _____ State: ____ Zip: _____ County: _____

Part E. Business Owned as a Sole Proprietor

Are you the sole proprietor of a full- or part-time business?

If yes, please provide the name and location of the business:

Name of business: _____

Address: _____

City: _____ State: ____ Zip: _____ County: _____

Description of business:

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Section 2 - Property (Schedule A/B)

Separately list all of your real estate/mobile homes on the next three pages. If you do not own real estate/mobile homes, you may proceed to Part B. If more space is needed, attach a separate page to this questionnaire. **IMPORTANT: PLEASE ANSWER ALL QUESTIONS IF POSSIBLE!**

Address & Description of Property NO. 1	List ALL mortgages, home equity loans & other liens against PROPERTY NO. 1 Please provide ALL details requested below.	Current Value of Property	Who Owns:
<p>Address: _____ _____ _____</p> <p>What is the property? Check all that apply.</p> <p><input type="checkbox"/> Single-family home <input type="checkbox"/> Duplex/multi-unit <input type="checkbox"/> Condo/cooperative <input type="checkbox"/> Manufactured or mobile home <input type="checkbox"/> Land <input type="checkbox"/> Investment property <input type="checkbox"/> Timeshare</p>	<p>Name & Address of First Mortgage Company? _____ _____</p> <p>Account Number: _____ Payoff Amount? _____ Current Interest Rate? _____ Monthly payment? _____ Taxes & insurance included? <input type="checkbox"/> No <input type="checkbox"/> Yes How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____</p> <p>Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do</p>	<p>\$ _____</p>	<p><input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:</p>
<p>If you have other liens (such as a second mortgage, line of credit, home equity loan, SBA) on the same property above, then please list the information =></p>	<p>2nd Mortgage Co. Name & Address: _____ _____</p> <p>Account Number: _____ Current Payoff: _____ Monthly Payment: _____ Months Left: _____ Interest Rate: _____ How much are you behind? \$ _____</p> <p>3rd Mortgage Co. Name & Address: _____ _____</p> <p>Account Number: _____ Current Payoff: _____ Monthly Payment: _____ Months Left: _____ Interest Rate: _____ How much are you behind? \$ _____</p>		<p><input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:</p>

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Part A. Continued (Second Piece of Property you Have) If you do not own any other real estate/mobile homes/land, you may proceed to Part B

Address & Description of Property NO. 2	List ALL mortgages, home equity loans & other liens against PROPERTY NO. 1 Please provide ALL details requested below.	Current Value of Property	Who Owns:
<p>Address: _____ _____ _____</p> <p>What is the property? Check all that apply. <input type="checkbox"/> Single-family home <input type="checkbox"/> Duplex/multi-unit <input type="checkbox"/> Condo/cooperative <input type="checkbox"/> Manufactured or mobile home <input type="checkbox"/> Land <input type="checkbox"/> Investment property <input type="checkbox"/> Timeshare</p>	<p>Name & Address of First Mortgage Company? _____ _____ _____</p> <p><i>Account Number:</i> _____ Payoff Amount? _____ Current Interest Rate? _____ Monthly payment? _____ Taxes & insurance included? <input type="checkbox"/> No <input type="checkbox"/> Yes How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____</p> <p>Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do</p>	<p>\$ _____</p>	<p><input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:</p>
<p>If you have other liens (such as a second mortgage, line of credit, home equity loan, SBA) on the same property above, then please list the information =></p>	<p>2nd Mortgage Co. Name & Address: _____ _____</p> <p>Account Number: _____ Current Payoff: _____ Monthly Payment: _____ Months Left: _____ Interest Rate: _____ How much are you behind? \$ _____</p> <p>3rd Mortgage Co. Name & Address: _____ _____</p> <p>Account Number: _____ Current Payoff: _____ Monthly Payment: _____ Months Left: _____ Interest Rate: _____ How much are you behind? \$ _____</p>		<p><input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:</p>

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Part A. Continued (Third Piece of Property you Have) If you do not own any other real estate/mobile homes/land, you may proceed to Part B

Address & Description of Property NO. 2	List ALL mortgages, home equity loans & other liens against PROPERTY NO. 1 Please provide ALL details requested below.	Current Value of Property	Who Owns:
Address: _____ _____ _____ _____ What is the property? Check all that apply. <input type="checkbox"/> Single-family home <input type="checkbox"/> Duplex/multi-unit <input type="checkbox"/> Condo/cooperative <input type="checkbox"/> Manufactured or mobile home <input type="checkbox"/> Land <input type="checkbox"/> Investment property <input type="checkbox"/> Timeshare	Name & Address of First Mortgage Company ? _____ _____ _____ <i>Account Number:</i> _____ Payoff Amount? _____ Current Interest Rate? _____ Monthly payment? _____ Taxes & insurance included? <input type="checkbox"/> No <input type="checkbox"/> Yes How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____ Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do	\$ _____	<input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:
If you have other liens (such as a second mortgage, line of credit, home equity loan, SBA) on the same property above , then please list the information =>	2nd Mortgage Co. Name & Address: _____ _____ Account Number: _____ Current Payoff: _____ Monthly Payment: _____ Months Left: _____ Interest Rate: _____ How much are you behind? \$ _____ 3rd Mortgage Co. Name & Address: _____ _____ Account Number: _____ Current Payoff: _____ Monthly Payment: _____ Months Left: _____ Interest Rate: _____ How much are you behind? \$ _____	\$ _____	<input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:

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Address & Description of Property NO. 2	List ALL mortgages, home equity loans & other liens against PROPERTY NO. 1 Please provide ALL details requested below.	Current Value of Property	Who Owns:
<p>Address: _____ _____ _____</p> <p>What is the property? Check all that apply.</p> <p><input type="checkbox"/> Single-family home <input type="checkbox"/> Duplex/multi-unit <input type="checkbox"/> Condo/cooperative <input type="checkbox"/> Manufactured or mobile home <input type="checkbox"/> Land <input type="checkbox"/> Investment property <input type="checkbox"/> Timeshare</p>	<p>Name & Address of First Mortgage Company? _____ _____</p> <p><i>Account Number:</i> _____</p> <p>Payoff Amount? _____</p> <p>Current Interest Rate? _____ Monthly payment? _____ Taxes & insurance included? <input type="checkbox"/> No <input type="checkbox"/> Yes How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____</p> <p>Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do</p>	<p>\$ _____</p>	<p><input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:</p>
<p>If you have other liens (such as a second mortgage, line of credit, home equity loan, SBA) on the same property above, then please list the information =></p>	<p>2nd Mortgage Co. Name & Address: _____ _____</p> <p>Account Number: _____ Current Payoff: _____ Monthly Payment: _____ Months Left: _____ Interest Rate: _____ How much are you behind? \$ _____</p> <p>3rd Mortgage Co. Name & Address: _____ _____</p> <p>Account Number: _____ Current Payoff: _____ Monthly Payment: _____ Months Left: _____ Interest Rate: _____ How much are you behind? \$ _____</p>		<p><input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:</p>

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Part B. Cars, Vans, Trucks, Tractors, SUVs, Motorcycles, RVs, Watercraft, Aircraft, Motor Homes, ATVs, Other Vehicles If you have none, you may proceed to Part C. If you have more than the space allows, please attach a separate page listing all the same info.

Property Description List all even if paid for	Lien/Mortgage/Title Loan Info Leave Blank if the Vehicle is paid for	Who owns
VEHICLE NO. 1 Year: _____ Make: _____ Model: _____ Submodel (i.e. ES, LX, eddie bauer, twin turbo, V6, etc): _____ Mileage: _____ Current Value: \$ _____ Condition/Remarks: _____ _____ _____	Name & Address of First Mortgage Company? _____ _____ _____ <i>Account Number:</i> _____ Current Payoff? _____ Current Interest Rate? _____ Monthly payment? _____ How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____ Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do	<input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:
VEHICLE NO. 2 Year: _____ Make: _____ Model: _____ Submodel (i.e. ES, LX, eddie bauer, twin turbo, V6, etc): _____ Mileage: _____ Current Value: \$ _____ Condition/Remarks: _____ _____ _____	Name & Address of First Mortgage Company? _____ _____ _____ <i>Account Number:</i> _____ Current Payoff? _____ Current Interest Rate? _____ Monthly payment? _____ How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____ Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do	<input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:

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Part B. Continued Cars, Vans, Trucks, Tractors, SUVs, Motorcycles, RVs, Watercraft, Aircraft, Motor Homes, ATVs, Other Vehicles If you have no more, you may proceed to Part C. If you have more than the space allows, please attach a separate page listing all the same info.

Property Description List all even if paid for	Lien/Mortgage/Title Loan Info Leave Blank if the Vehicle is paid for	Who owns
VEHICLE NO. 3 Year: _____ Make: _____ Model: _____ Submodel (i.e. ES, LX, eddie bauer, twin turbo, V6, etc): _____ Mileage: _____ Current Value: \$ _____ Condition/Remarks: _____ _____ _____ _____	Name & Address of First Mortgage Company ? _____ _____ _____ <i>Account Number:</i> _____ Current Payoff? _____ Current Interest Rate? _____ Monthly payment? _____ How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____ Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do	<input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:
VEHICLE NO. 4 Year: _____ Make: _____ Model: _____ Submodel (i.e. ES, LX, eddie bauer, twin turbo, V6, etc): _____ Mileage: _____ Current Value: \$ _____ Condition/Remarks: _____ _____ _____ _____	Name & Address of First Mortgage Company ? _____ _____ _____ <i>Account Number:</i> _____ Current Payoff? _____ Current Interest Rate? _____ Monthly payment? _____ How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____ Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do	<input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:

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Part B. Continued Cars, Vans, Trucks, Tractors, SUVs, Motorcycles, RVs, Watercraft, Aircraft, Motor Homes, ATVs, Other Vehicles If you have no more, you may proceed to Part C. If you have more than the space allows, please attach a separate page listing all the same info.

Property Description List all even if paid for	Lien/Mortgage/Title Loan Info Leave Blank if the Vehicle is paid for	Who owns
VEHICLE NO. 5 Year: _____ Make: _____ Model: _____ Submodel (i.e. ES, LX, eddie bauer, twin turbo, V6, etc): _____ Mileage: _____ Current Value: \$ _____ Condition/Remarks: _____ _____ _____	Name & Address of First Mortgage Company? _____ _____ _____ <i>Account Number:</i> _____ Current Payoff? _____ Current Interest Rate? _____ Monthly payment? _____ How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____ Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do	<input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:
VEHICLE NO. 6 Year: _____ Make: _____ Model: _____ Submodel (i.e. ES, LX, eddie bauer, twin turbo, V6, etc): _____ Mileage: _____ Current Value: \$ _____ Condition/Remarks: _____ _____ _____	Name & Address of First Mortgage Company? _____ _____ _____ <i>Account Number:</i> _____ Current Payoff? _____ Current Interest Rate? _____ Monthly payment? _____ How many payments are left? _____ If you are behind on this loan, what is the amount necessary to get current? _____ Name of co-signor, other than spouse? _____ Do you want to keep the property or do you want surrender it? <input type="checkbox"/> Keep <input type="checkbox"/> Surrender <input type="checkbox"/> I am unsure what to do	<input type="checkbox"/> You <input type="checkbox"/> Spouse <input type="checkbox"/> Joint <input type="checkbox"/> Other:

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Part C. Personal and Household Items

Type of Property	Do you own this type of property?	Brief Description No need to itemize every item, just describe as bedroom, living room, appliances, etc.	Total Value of Property
Household Goods and Furnishings <i>(Major appliances, furniture, linens, china, kitchenware, etc.)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/> <hr/>	\$ _____
Electronics (TVs, stereos, computers, game consoles, tablets, iPods, mobile phones, etc.)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/> <hr/>	\$ _____
Collectibles of value <i>(art, paintings, prints, memorabilia, antiques, stamp/coin/card collections, etc.)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/> <hr/>	\$ _____
Sports, photo, exercise, and other hobby equipment; musical instruments	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/> <hr/>	\$ _____
Firearms, ammunition, and related equipment	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/> <hr/>	\$ _____
Clothing	<input type="checkbox"/> No <input type="checkbox"/> Yes	NO DESCRIPTION NEEDED	\$ _____
Jewelry (list wedding rings/bands)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/>	\$ _____

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		<hr/> <hr/> <hr/>	
Livestock/Farm Animals	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/> <hr/>	\$ _____

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Part D. Financial Assets

Type of Property	Do you own this type of property?	Description	Value of Property
Cash	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Checking account #1 <i>(list bank name, and last 4 of account #)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Checking account #2 <i>(list bank name, and last 4 of account #)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Savings account #1 <i>(list bank name, and last 4 of account #)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Savings account #2 <i>(list bank name, and last 4 of account #)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Certificate of deposit <i>(list bank name, and last 4 of account #)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Other financial account #1 <i>(list name(s) on account, bank name, and account number)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Other financial account #2 <i>(list name(s) on account, bank name, and account number)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Other financial account #3 <i>(list name(s) on account, bank name, and account number)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Other financial account #4 <i>(list name(s) on account, bank name, and account number)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____

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Type of Property	Do you own this type of property?	Description	Value of Property
Interests in businesses, corporations, LLCs, partnerships, and joint ventures (<i>list % of ownership</i>)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/>	\$ _____
Retirement, pension, or profit-sharing plan #1 (<i>IRA, 401(k), 403(b), thrift savings account, or other pension or profit-sharing plan</i>) (<i>list type of plan and where the account is held</i>)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/>	\$ _____
Retirement, pension, or profit-sharing plan #2 (<i>IRA, 401(k), 403(b), thrift savings account, or other pension or profit-sharing plan</i>) (<i>list type of plan and where the account is held</i>)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/>	\$ _____
Security deposits (<i>typically with landlord or utility</i>) (<i>list holder</i>)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/>	\$ _____
Trusts, life estates, future, and equitable interests in property or assets	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/>	\$ _____
Patents, copyrights, trademarks, trade secrets, and other intellectual property	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/>	\$ _____
Licenses, franchises, and other general intangibles	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/>	\$ _____

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Type of Property	Do you own this type of property?	Description	Value of Property
Tax refunds owed to you (list years due)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/>	\$ _____
Alimony and child support	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/>	\$ _____
Other amounts someone owes you (unpaid wages, disability benefits, sick pay, vacation pay, workers' compensation, unpaid loans made by you, etc.)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	\$ _____
Cash value of insurance policies (whole or universal life, health, disability, HSA, etc.) (list insurance company and beneficiary)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	\$ _____
Inheritances, estate distributions, and death benefits	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/>	\$ _____
Personal injury claims or awards	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/>	\$ _____
Lawsuits or claims against anyone for anything	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/>	\$ _____
All other claims or rights to sue someone	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/>	\$ _____
Any other financial asset not listed	<input type="checkbox"/> No <input type="checkbox"/> Yes	<hr/> <hr/> <hr/> <hr/>	\$ _____

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Part E. Business-Related Assets

Type of Property	Do you own this type of property?	Description	Value of Property
Accounts receivable or commissions earned (list)	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Office equipment, furnishings, and supplies (list)	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Machinery, fixtures, equipment, business supplies, and tools of your trade (list)	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Business inventory (list)	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Interests in partnerships or joint ventures (name and type of business, % interest)	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Customer and mailing lists	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____
Other business-related property not already listed	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____ _____ _____	\$ _____

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Section 3 - Debts (Schedule D/E/F)

Part A. Debts Secured by Property

Please DO NOT re-list debts you previously provided in sections above such as your real estate, vehicles and other toys. Here you will list other secured debts such as "finance company and pay day loan companies that required you to provide collateral in things such as Household goods and furnishings, tv's, law equipment, etc. If you don't have any other "secured" debts, you may proceed to Part B.

Name & Address of Creditor	Account Information	Describe what the creditor has of yours as collateral for the loan
CREDITOR #1 _____ _____ _____ _____ _____ _____	Account Number: _____ Loan Payoff: \$ _____ Monthly Payment: \$ _____ Amount you are behind: \$ _____ What date did you take out this loan? _____ Anyone Co-Sign for you? If so, name and address; _____ _____	_____ _____ _____ _____ _____ _____ What is the total value of the collateral in its current condition? \$ _____
CREDITOR #2 _____ _____ _____ _____ _____ _____	Account Number: _____ Loan Payoff: \$ _____ Monthly Payment: \$ _____ Amount you are behind: \$ _____ What date did you take out this loan? _____ Anyone Co-Sign for you? If so, name and address; _____ _____	_____ _____ _____ _____ _____ _____ What is the total value of the collateral in its current condition? \$ _____
CREDITOR #3 _____ _____ _____ _____ _____ _____	Account Number: _____ Loan Payoff: \$ _____ Monthly Payment: \$ _____ Amount you are behind: \$ _____ What date did you take out this loan? _____ Anyone Co-Sign for you? If so, name and address; _____ _____	_____ _____ _____ _____ _____ _____ What is the total value of the collateral in its current condition? \$ _____

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Part B. TAX DEBTS

In order to file bankruptcy, you must sign an affidavit attesting to the fact that you have filed all "REQUIRED" returns for the last 4 years. So if you weren't required to file, that is ok. If you owe the IRS or State monies for back taxes please list it here. EVEN IF you are currently paying the taxes back on a payment plan, please still list them here.

If you do NOT owe any back taxes, you may proceed to Part C.

Internal Revenue Service, I owe a total of \$ _____

This for the following tax years \$ _____

Please describe the nature of the tax debt (Examples: Income Taxes, Trust Taxes, payroll taxes, social security overpayment): _____

New York State Department of Taxation and Finance (State Taxes)

I owe the state of New York \$ _____

This for the following tax years \$ _____

Please describe the nature of the tax debt (Examples: Income Taxes, Trust Taxes, payroll taxes, social security overpayment): _____

Other State Taxes besides New York)

I owe the state of _____ \$ _____

This for the following tax years \$ _____

Please describe the nature of the tax debt (Examples: Income Taxes, Trust Taxes, payroll taxes, social security overpayment): _____

Part C. Domestic Support Obligation (Child Support/Alimony)

If you are not COURT ORDERED to pay child support or alimony, you may proceed to Section 4.

Obligation #1

Name of Person I pay support to: _____

Their Address: _____

Monthly Court Ordered Amount: \$ _____ Amount you are in arrears: \$ _____

Obligation #2

Name of Person I pay support to: _____

Their Address: _____

Monthly Court Ordered Amount: \$ _____ Amount you are in arrears: \$ _____



Part D. ALL OTHER UNSECURED DEBTS

***** VERY IMPORTANT *****

THIS IS WHERE YOU PROVIDE THE INFORMATION ON ALL YOUR UNSECURED CREDITORS. IT IS ESSENTIAL THAT YOU BE THOROUGH HERE IN ORDER TO RECEIVED FULL BENEFIT OF YOUR DISCHARGE INCLUDING THE PROHIBITION AGAINST CONTACTING YOU ANY FURTHER OR ATTEMPTING TO FURTHER COLLECT FROM YOU. BUT YOU MUST NOTIFY THEM OF YOUR FILING TO REAP THAT BENEFIT. EVEN IF IT IS A DEBT YOU THINK YOU MAY HAVE PAID OFF, BUT AREN'T SURE, LIST THEM ANYWAY...NO HARM, NO FOUL! AND YOU MUST LIST ALL DEBTS. THE BANKRUPTCY CODE DOES NOT ALLOW YOU TO PICK AND CHOOSE WHAT UNSECURED DEBTS TO SCHEDULE.

YOU MUST ENSURE WE HAVE ALL YOUR UNSECURED CREDITORS LISTED
COMPLETE THE FOLLOWING SECTION FULLY

WE WILL ALSO PULL A TRI-MERGE CREDIT REPORT THAT WILL IMPORT INTO YOUR CREDITORS TO YOUR PETITION; THIS IS CHARGED AT A FEE OF \$30/INDIVIDUAL OR \$60/COUPLE, AND IS INCLUDED IN YOUR INITIAL PAYMENT.

WE ASK YOU TO GO THROUGH THE NEXT THREE PAGES AND LIST THE NAME OF THE CREDITORS\$1' AMOUNT YOU REMEMBER OWING THAT YOU CAN RECALL THAT WAY WHEN WE PULL YOUR CREDIT REPORT,WE CAN ADD ANY CREDITORS THAT DIDN'T PULL UP...CREDIT REPORTS ARE NOT ALWAYS INCLUSIVE OFALL YOUR CREDITORS AS SOME CREDITORS CHOOSE NOT TO REPORT TO THE BUREAUS.

****PLEASE DO NOT RE-LIST THE CREDITORS YOU HAVE ALSO PROVIDED IN PREVIOUS SECTIONS.**

THE FOLLOWING CREDITORS YOU LIST HERE SHOULD BE CREDIT CARDS, MEDICAL BILLS, COLLECTION ACCOUNTS, STUDENT LOANS, PAYDAY LOANS, ONLINE LOANS, BANK LOANS, BANK OVERDRAFTS, ETC.

THERE IS SPACE OVER THE NEXT FEW PAGES FOR UP TO 26 CREDITORS. IF YOU HAVE MORE CREDITORS THAN THE SPACE PROVIDED PLEASE ATTACH OR EMAIL US THE INFORMATION ON THE ADDITIONAL CREDITORS.

<p>CREDITOR NAME: _____</p> <p>ADDRESS: _____</p> <p>CITY: _____ STATE: _____ ZIP: _____</p> <p>ACCOUNT NUMBER: _____ AMOUNT YOU OWE: \$ _____</p> <p>BRIEFLY DESCRIBE THE KIND OF DEBT THIS IS (CREDIT CARD, LOAN, MEDICAL, PAYDAY OR STUDENT LOAN)? _____</p> <p>IF THIS IS A COLLECTION AGENCY, WHO WAS THE ORIGINAL CREDITOR THEY ARE COLLECTING FOR? _____</p>

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CREDITOR NAME: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
ACCOUNT NUMBER: _____ **AMOUNT YOU OWE: \$** _____
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CITY: _____ **STATE:** _____ **ZIP:** _____
ACCOUNT NUMBER: _____ **AMOUNT YOU OWE: \$** _____
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CITY: _____ **STATE:** _____ **ZIP:** _____
ACCOUNT NUMBER: _____ **AMOUNT YOU OWE: \$** _____
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ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
ACCOUNT NUMBER: _____ **AMOUNT YOU OWE: \$** _____
BRIEFLY DESCRIBE THE KIND OF DEBT THIS IS (CREDIT CARD, LOAN, MEDICAL, PAYDAY OR STUDENT LOAN?) _____
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Section 4 - Unexpired Leases and Contracts (Schedule G)

List below any leases or contracts that are still are a party to. Examples are apartment leases, commercial leases, car leases, gym contracts, cable/satellite contracts, book clubs, etc. Let us know if you wish to remain in the contract or if you would like to reject it. If you don't have any, proceed to Section 5.

Description of Lease or Contract	Name and Address of Other Party	Approximate Date Contract Expires	DO you want to keep or reject (Get out of) the lease?



Section 5 - Current Income (Schedule I)

Part A. Debtor's Employer Information

Name and Address of your employer:

How long have you been employed at this job: _____
Occupation (please state job title or provide brief description): _____

Second employer (if applicable):

Name and Address of your **Second** employer:

How long have you been employed at this job: _____
Occupation (please state job title or provide brief description): _____

Part B. Joint Debtor's (Spouse's) Employer Information

"If you are married and living in the same household, we need your Spouse's Employment information EVEN IF they are not filing bankruptcy with you!"

Name and Address of your spouse's employer:

How long has spouse been employed at this job: _____
Occupation (please state job title or provide brief description): _____

Second employer (if applicable):

Name and Address of your spouse's **Second** employer:

How long has spouse been employed at this job: _____
Occupation (please state job title or provide brief description): _____

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Part C. Debtor's Wage Information

What is the typical gross amount of your paycheck, before taxes/other deductions are taken out?.....\$ _____

How often do you get paid? once a week every two weeks twice a month once a month \$ _____

What is your estimated overtime pay per month on average?.....\$ _____

Do you receive income from business operations outside of your regular paycheck listed above?

No Yes \$ _____

If yes, how much do you receive per month?
\$ _____

Do you receive income from interest or dividends outside of your regular paycheck listed above?

No Yes

If **yes**, how much do you receive per month?..... _____

Do you receive income from alimony or family support payments for your use or for the care of your dependents? \$ _____

No Yes

If **yes**, how much do you receive per month?..... _____

Do you receive income from Unemployment? \$ _____

No Yes

If **yes**, how much do you receive per month?..... _____

Do you receive income from Social Security? \$ _____

No Yes

If **yes**, how much do you receive per month?..... _____

Do you receive monetary government assistance? \$ _____

No Yes

If **yes**, please describe: _____

How much do you receive per month?..... _____

Do you receive retirement or pension money? \$ _____

No Yes

If **yes**, how much do you receive per month?..... _____

Do you have any other source of income not listed? \$ _____

No Yes

If yes, please describe _____

How much do you receive per month?..... _____

Are you expecting any increase or decrease in salary next year? \$ _____

No Yes

If yes, please describe _____

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Part D. Joint Debtor's (Spouse's) Wage Information

What is the typical gross amount of your paycheck, before taxes/other deductions are taken out?..... \$ _____

How often do you get paid? once a week every two weeks twice a month once a month \$ _____

What is your estimated overtime pay per month on average?..... \$ _____

Do you receive income from business operations outside of your regular paycheck listed above?

No Yes \$ _____

If yes, how much do you receive per month?

\$ _____

Do you receive income from interest or dividends outside of your regular paycheck listed above?

No Yes

If **yes**, how much do you receive per month?..... _____

Do you receive income from alimony or family support payments for your use or for the care of your dependents? \$ _____

No Yes

If **yes**, how much do you receive per month?..... _____

Do you receive income from Unemployment?

No Yes

If **yes**, how much do you receive per month?..... _____

Do you receive income from Social Security?

No Yes

If **yes**, how much do you receive per month?..... _____

Do you receive monetary government assistance?

No Yes

If **yes**, please describe: _____ \$ _____

How much do you receive per month?..... _____

Do you receive retirement or pension money?

No Yes

If **yes**, how much do you receive per month?..... _____

Do you have any other source of income not listed?

No Yes

If yes, please describe _____ \$ _____

How much do you receive per month?..... _____

Are you expecting any increase or decrease in salary next year?

No Yes

If yes, please describe _____ \$ _____



Section 6 - Current Expenses (Schedule J)

1. Is this a Joint Filing with your Spouse?

No Yes

2. Please list all dependents of you and your spouse with their age and relationship to you (if applicable).

Relationship	Age	Who does the dependent live with?
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Do your expenses include another person's expenses other than yourself and your dependents?

No Yes

Indicate how much you pay for each item each month:

4. Primary rent or home mortgage: \$ _____

Does that amount include real estate taxes?

No Yes

If **no**, how much do you pay? \$ _____

Does that amount include property, homeowner's, or renter's insurance?

No Yes

If **no**, how much do you pay? \$ _____

Does that amount include any home maintenance, repair, or upkeep expenses?

No Yes

If **no**, how much do you pay? \$ _____

Does that amount include any homeowner's association or condominium dues?

No Yes

If **no**, how much do you pay? \$ _____

5. Are there additional mortgage payments?

No Yes

\$ _____

If **yes**, how much do you pay? _____

6. Utilities:

a. Electricity and heating fuel: \$ _____

b. Water and sewer: \$ _____

c. Telephone service/long distance: \$ _____

d. Do you have any other utility bills? If **yes**, describe and enter monthly amount below:

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7. Food and housekeeping supplies\$ _____
8. Childcare and Children Education Costs\$ _____
9. Clothing, laundry, and dry cleaning:\$ _____
10. Personal care products and services:\$ _____
11. Medical and dental expenses:\$ _____
12. Transportation (do NOT include car payments):\$ _____
13. _____
14. Charitable contributions and religious donations:\$ _____
15. Insurance NOT deducted from wages or included in home mortgage
payments or other real estate property expenses: **(Do not include
amounts entered in Line 4 or Line 20)**

 a. Life insurance:\$ _____
 b. Health insurance:\$ _____
 c. Auto insurance:\$ _____
 d. Other insurance (describe and list monthly amount)

16. Tax bills NOT deducted from wages or included in home mortgage
payments or other real estate property expenses:

17. Installment payments for car, furniture, etc. (Describe):

18. Alimony, maintenance and support paid to others:\$ _____
19. Payments for support of additional dependents not living at your home: \$ _____
20. Other Real Estate Property expenses **NOT** included with Rent or Home
Mortgage Property **(Do not include amounts entered in Line 4 or Line
5)**
a. Mortgage payment on other Real Estate Property \$ _____

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b. Taxes on other Real Estate Property \$ _____

c. Other Real Property, Homeowner's, or Renter's Insurance payments \$ _____

d. Home maintenance (including repairs and upkeep) \$ _____

e. Homeowner's association or condominium dues \$ _____

21. Other expenses (Describe): \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Describe any increase or decrease in expenses you expect to occur within the next year? _____

_____ \$ _____

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Section 7 - MISCELLANEOUS

Other than in the ordinary course of a business, have you transferred or sold any assets within the last year?
No Yes If yes, please describe what you sold/transferred, when and for what price?

Have you made any payments to family, friends or business partners in the last year? No Yes
If yes, please to who, when and how much?

Are you currently or have you been involved in any lawsuits in the last year as either a defendant or a plaintiff?
No Yes If yes, please describe each one and be sure that your bankruptcy attorney has paperwork for each suit (petition/judgment etc)

List all property foreclosed or repossessed in the last year None

<u>Creditor Name</u>	<u>Date of FC or Repo</u>	<u>Description and Value of Property</u>
----------------------	---------------------------	------------------------------------------

Have you suffered any losses in the last year by fire, theft or gambling? No Yes If yes, please describe:

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Have you closed any financial accounts in the last year such checking/savings accounts, investment accounts?
No Yes if yes please describe what kind of account, how much was in it when you closed/transferred
it and why?

Do you own any safety deposit boxes? No Yes _____

Does anyone currently hold property for you that belongs to you? No Yes

For all business owned for last six years, please list the following for each;

<u>Name</u>	<u>Taxpayer ID/EIN</u>	<u>Address</u>	<u>Nature of Biz</u>	<u>Dates in Business</u>
-------------	------------------------	----------------	----------------------	--------------------------

Who does your books? ME | Other; _____

THE END!!

Please don't forget to save to your files...then you may either print and bring to our office or you may scan/email/fax to us!!

Jeffcoatm505@aol.com

Please put in subject line: "Online Evaluation, YOUR NAME"
We will reply and confirm we received your evaluation.