



**CHECKLIST FOR MANDATORY DOCUMENTS**  
**PLEASE BRING THIS FORM WITH YOU TO YOUR APPOINTMENT**

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_ X=Attached N/A= Not Applicable

(Please remove all documents from envelopes, unfold and paper clip together in groups as follows)

**A. INCOME:**

1. \_\_\_\_\_ Paycheck stubs: last 6 months and any year to date. (NOTE: you must continue to provide most recent pay stubs until your case is filed)
3. \_\_\_\_\_ Statement for Soc. Sec. or SS Disability payments received.
4. \_\_\_\_\_ Pension or retirement benefits received in the last 6 months.
5. \_\_\_\_\_ A completed Business Income and Expenses statement for the past 6 months. If you own (or operate) a business:
6. \_\_\_\_\_ The amount of money contributed to household expenses by other household members. (This includes family, significant others, non-filing spouses, roommates.)
7. \_\_\_\_\_ Any other source of income.

**B. FINANCIAL:**

1. \_\_\_\_\_ Tax returns for the last two (2) years.
2. \_\_\_\_\_ Most recent bank statements from all financial accounts including all bank statements for month in which you file.
3. \_\_\_\_\_ Most recent statements for every bill you owe, including vehicle & mortgage statements (Note: Once you have provided our office with a statement, we do not need additional statements received UNLESS the account is turned over to a collection agency.)
4. \_\_\_\_\_ Most recent Utility bills (Just the face page).
5. \_\_\_\_\_ Most recent statements for any IRA, 401K and copy of any retirement, 401K or pension plan from Plan administrator.
6. \_\_\_\_\_ Case number, court, date filed, and the name you filed under for any previous bankruptcy and state whether you received a discharge or if the case was dismissed. (If you have lost or cannot remember any of this information, please provide the year filed and the court and state whether you received your discharge)
7. \_\_\_\_\_ Name and address of any individual, acquaintance or family member to whom you owe money, the balance owed and monthly payment amount.

**C. INSURANCE:**

1. \_\_\_\_\_ Homeowners (property) or Renter's (DECLARATIONS PAGE)
2. \_\_\_\_\_ Automobile(s) (DECLARATIONS PAGE)
3. \_\_\_\_\_ Life Insurance policy

**D. VEHICLES:** (Cars, boats, quads, motorcycles, motor homes, etc.)

1. \_\_\_\_\_ Contracts and leases for vehicles in your possession or for which you are a co-signer that are still being paid on.
2. \_\_\_\_\_ Titles for each & every vehicle you own or in which you are co-owner (or vehicles repossessed within the last 180 days.)
3. \_\_\_\_\_ Resale values of vehicles (this includes travel trailers, ATVs, snowmobiles, boats and personal watercrafts) You can obtain this information from Edmunds.com or Kelly Blue Book (<http://www.kbb.com>)

**E. REAL PROPERTY:** (Homes, Mobile Homes, Time Shares, Vacant Land, Burial)

1. \_\_\_\_\_ Warranty Deeds on real estate property that you own (not mortgaged)
2. \_\_\_\_\_ Most recent Property Tax bill on real or personal property.
3. \_\_\_\_\_ Closing package regarding refinancing within the last three years.
4. \_\_\_\_\_ Foreclosures, Repossessions, garnishments, attachments within 1 yr.
5. \_\_\_\_\_ Copy of Recorded Mortgage (obtain from register of deeds office in the county where the property is located) Genesee County: 1101 Beech St., Flint, MI; Lapeer County: 279 N. Court St, Lapeer, MI
6. \_\_\_\_\_ Copy of any Appraisals of real property if it was appraised in the last 2 years.

**F. DIVORCE / SUPPORT**

1. \_\_\_\_\_ Orders of child or spousal support or letter from family law attorney.

**G. MISCELLANEOUS:**

1. \_\_\_\_\_ Face page from any ongoing lawsuit in the last two years.
2. \_\_\_\_\_ **RECENT Credit Reports.** ([annualcreditreport.com](http://annualcreditreport.com))

**H. IDENTIFICATION:**

1. \_\_\_\_\_ Driver's License. If you do not have a Driver's License, provide your State ID or Passport (Must be current and valid)
2. \_\_\_\_\_ A copy of your social security card.

**I. BANKRUPTCY BREIFING CERTIFICATE:**

Under the new Bankruptcy Reform, you are required to undergo credit counseling before you can file bankruptcy and then must also complete the financial management course after you file bankruptcy **before** your discharge will be granted. While there are numerous debt counselors available, we recommend;

1. \_\_\_\_\_ Hummingbird Credit Counseling and Education. This in an online course. If you do not have a computer, you can go to any library and take it or make arrangements to take it at our office. Their website is <http://www.hummingbirdcreditcounseling.org>