

BOYLE, BAIN, REBACK & SLAYTON

Attorneys and Counsellors at Law

420 Park Street

Charlottesville, Virginia 22902

Telephone (434) 977-6155

Facsimile (434) 977-3298

www.bbrs.net

Forbes R. Reback
Marshall M. Slayton
Timothy I. Kelsey
C. Connor Crook
Eamon F. Redmond
Jonathan S. Woodruff

Edward H. Bain, Jr.
Of Counsel

Robert P. Boyle
(1930-1992)

Jack N. Kegley
Retired

CHAPTER 7 - BANKRUPTCY DOCUMENTS NEEDED BEFORE FILING

(X=Attached; N/A = Not Applicable)

In order to complete your bankruptcy filing, I need the following documents:

1. If you own real estate:
 1. _____ a copy of the recorded deed transferring the real estate into your name
 2. _____ a copy of the current tax bill for said property
 3. _____ a copy of all recorded deeds of trust or mortgages granted by you
2. _____ If real estate has been sold by you within the past two years, a copy of all of the closing documents (i.e., HUD-1, Deed, and statement of value at time of transfer).
3. _____ A copy of the most recent personal property tax ticket showing the assessed value of each item of real and personal property you own (i.e., house and vehicles)
4. _____ Any and all educational IRAs and/or qualified state tuition plans.
5. _____ Most current statement (within the past 60 days) from every secured creditor showing the payoff/current balance for every secured debt.
6. _____ A copy of all security agreements and financing statements for every secured debt.
7. _____ A copy of the certificates of title for any motor vehicle or mobile home or a DMV Transcript of Vehicle Record if the title is held by a secured creditor.
8. _____ If there is real property that is held as tenants by entireties and that has equity, and your spouse is not filing with you, a copy of your spouse's credit report.
9. _____ A Summary Plan Description or other documentation for any retirement plan or 401(k) or IRA that you have. If the plan is ERISA qualified (a benefit or retirement plan under ERISA, qualified by the IRS, and containing an anti-alienation provision), such Summary should contain that language.
10. _____ Your federal and state tax returns for the past two years.
11. _____ Current statement of the cash value of any life insurance policy you own.
12. _____ Your pay stubs from _____ to until we file, or other documents showing any income you received in the same time period.
13. _____ A copy of any divorce judgment and property settlement within the last year.
14. _____ Financial reports of any business not publicly traded in which you own an interest.

15. _____ Bank statements for the past 90 days for every bank account you have and for the date your case is filed.
16. _____ If you are married and your spouse is not filing bankruptcy, your spouse's pay stubs for the past six months ending on the last day of the month before your case is filed.
17. _____ All statements from creditors within the past three months.
18. _____ The Certificate of Completion of your credit counseling course.