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# **BANKRUPTCY QUESTIONNAIRE**

## **INDIVIDUALS, LONG FORM**

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This questionnaire seeks detailed information about your financial affairs, assets, and liabilities. Make your best effort to obtain the information from all sources. Following the instructions in this questionnaire will help achieve the goals of your bankruptcy to the greatest extent possible.

Complete ALL questions in full based on the best information available to you.

Attach additional sheets of paper if needed to explain your answers fully. Write the question number on the attachment.

If do not understand a question or need more information, please call.

Some questions seek information about “you” and about “SPOUSE.” “You” means the person who will be filing bankruptcy. “SPOUSE” means a person to whom you are currently married. If you are not currently married, disregard questions directed to “SPOUSE.” If you are currently married, questions directed to “SPOUSE” must be answered, even if your spouse will not be filing bankruptcy.

**INACCURATE OR INCOMPLETE ANSWERS  
TO THE QUESTIONNAIRE ARE LIKELY TO  
INCREASE THE COSTS OF YOUR  
BANKRUPTCY CASE.**

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## 1.00 NAME, ADDRESS, AND GENERAL INFORMATION

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- 1.01 Full name
- 1.02 Social security number
- 1.03 Date of birth
- 1.04 List any other names used personally or in connection with any business in the last eight years. Include married, maiden, and nicknames.
- 1.05 Current personal mailing address (street, city, county, and ZIP+4)
- 1.06 Current personal street address, if different from mailing address (street, city, county, and ZIP+4)
- 1.07 ALL telephone numbers (home, work, fax, cell, and pager)
- 1.08 List all previous street and mailing addresses for you within the last three years, giving relevant dates.
- 1.09 Have you ever filed bankruptcy before?
- If so, state where the bankruptcy was filed, the case number, the petition date, the date the case was closed, and whether the case was filed under Chapter 7, 11, 12, or 13.
- 1.10 Are you currently married? (If you are in the process of divorcing or separating, explain.)
- 1.11 Have you ever been married? How many times?
- 1.12 Provide the following information for each of your marriages: full name of spouse, date of marriage, date (if any) marriage ended by divorce or death.

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## **2.00 SPOUSE'S NAME, ADDRESS, AND GENERAL INFORMATION**

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- 2.01 SPOUSE's full name
- 2.02 SPOUSE's social security number
- 2.03 SPOUSE's date of birth
- 2.04 List any other names used by SPOUSE personally or in connection with any business in the last eight years. Include married, maiden, and nicknames.
- 2.05 SPOUSE's current mailing address, if different from your address (street, city, county, and ZIP+4)
- 2.06 SPOUSE's current street address, if different from your address (street, city, county, and ZIP+4)
- 2.07 ALL telephone numbers for SPOUSE (home, work, fax, cell, and pager)
- 2.08 List all previous street and mailing addresses for SPOUSE within the last three years, giving relevant dates.
- 2.09 Has SPOUSE ever filed bankruptcy before?
- If so, state where the bankruptcy was filed, the case number, the petition date, the date the case was closed, and whether the case was filed under Chapter 7, 11, 12, or 13.
- 2.10 How many times has SPOUSE been married (including the current marriage)?
- 2.11 Provide the following information for each of SPOUSE's marriages: full name of spouse, date of marriage, date (if any) marriage ended by divorce or death.

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## **3.00 MARITAL STATUS, COMMUNITY PROPERTY, CHILDREN, AND SUPPORT**

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- 3.01 If you are currently married, will both you and SPOUSE file bankruptcy? If not, why not?
- 3.02 Are you and SPOUSE separated? If so, explain.
- 3.03 Have you and SPOUSE lived together outside California at any time in the last eight years? If so, explain.
- 3.04 If you received a divorce within the last eight years, was there a property settlement agreement or a transfer of property in accordance with a property settlement agreement? If so, provide details.
- 3.05 If SPOUSE received a divorce within the last eight years, was there a property settlement agreement or a transfer of property in accordance with a property settlement agreement? If so, provide details.
- 3.06 Are you a party to any oral or written, formal or informal agreement regarding ownership of property with your SPOUSE? If so, provide details.
- 3.07 To the best of your knowledge, is there any property that is not owned by both you and your SPOUSE together as community property? If so, provide details.
- 3.08 Do you have any dependents? If so, give the name, age, and relationship to you of each dependent.
- 3.09 Does SPOUSE have any dependents not listed above? If so, give the name, age, and relationship to SPOUSE of each dependent.
- 3.10 Does any relative (other than SPOUSE) living with you make a regular financial contribution toward household expenses? If so, give details.

3.11 Are you responsible for paying child support?

Give details of any child support for which you are responsible. State whether support is current. Explain if not current.

3.12 Is SPOUSE responsible for paying child support?

Give details of any child support for which SPOUSE is are responsible. State whether support is current. Explain if not current.

3.13 Are you entitled to receive child support for a member of the household?

If so, give details.

3.14 Is SPOUSE entitled to receive child support for a member of the household?

If so, give details.

3.15 Are you responsible for paying support to any former spouse?

Give details of any spousal support for which you are responsible. State whether support is current. Explain if not current.

3.16 Is SPOUSE responsible for paying support to any former spouse?

Give details of any spousal support for which SPOUSE is responsible. State whether support is current. Explain if not current.

3.17 Are you entitled to receive support from any former spouse?

If so, give details.

3.18 Is SPOUSE entitled to receive support from any former spouse?

If so, give details.

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## 4.00 OWNERSHIP OF OR PARTICIPATION IN BUSINESSES

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- 4.01 Have you had an ownership interest in any business in the last eight years? Exclude ownership of less than 1% of the outstanding shares of a publicly traded corporation, unless you were employed by or participated in the business.
- 4.02 Has SPOUSE had an ownership interest in any business in the last eight years? Exclude ownership of less than 1% of the outstanding shares of a publicly traded corporation, unless SPOUSE was employed by or participated in the business.
- 4.03 If the answer to either question above was yes, complete a DETAIL SHEET - BUSINESSES and provide the following information for each business:
- (a) Full name of business
  - (b) Specify whether business is a corporation, partnership, limited partnership, limited liability company, or sole proprietorship.
  - (c) Federal and state tax I.D. numbers of business.
  - (d) Mailing address of business (street, city, county, and ZIP+4)
  - (e) Street address of business, if different (street, city, county, and ZIP+4)
  - (f) Any other addresses used by the business in the last eight years
  - (g) Brief description of nature of business
  - (h) Describe the nature of the ownership interest (partnership interest, stockholder, etc.) and state the amount of the business owned (e.g., 5% of the shares).
- 4.04 Have you been an officer, director, or managing executive of any business during the past eight years? If so, list the position held, the date held, and the name and address of the business.
- 4.05 Has SPOUSE been an officer, director, or managing executive of any business during the past eight years? If so, list the position held, the date held, and the name and address of the business.
- 4.06 Answer these questions for each business, if you or SPOUSE has been (i) an officer, director, managing executive, or owner of 5% of more of the shares of a corporation or limited liability company, (ii) partner in a general partnership, (iii) a sole proprietor, or (iv) self-employed in a trade, profession, or other business activity.
- 4.06.01 Name of business
  - 4.06.02 Name and address of any accountant or bookkeeper for the business.
  - 4.06.03 Name and address of the person who has the financial records for the business.
  - 4.06.04 Has the business been audited in the past two years? If so, give the date of the audit and the name and address of the auditor.
  - 4.06.05 Has the business prepared a financial statement (e.g., balance sheet, P&L) in the past two years? If so, give details and provide a copy.
  - 4.06.06 Has the business submitted a loan application to any financial institution in the past two years? If so, give details.
  - 4.06.07 Has the business conducted an inventory in the past two years? If so, give details.
  - 4.06.08 Has the business filed all required federal and state tax returns (income tax, payroll taxes, sales taxes, etc.)?

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## 5.00 INCOME

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5.01 Complete the separate "Recent Employment and Income Form for Means Testing."

5.02 Gross income from wages, salary, and commissions. If more than one source (for example, you had two jobs), list the income from each source separately.

2018 (to date):

2017:

2016:

5.03 Gross amount and source of any other income. This would include business income (but not wages or salary listed above), investment income (such as from stocks and bonds), and income from unemployment, disability, pension, social security, or other periodic payments. If more than one source, list the income from each source separately.

2018 (to date):

2017:

2016:

5.04 SPOUSE's gross income from wages, salary, and commissions. If more than one source (for example, you had two jobs), list the income from each source separately.

2018 (to date):

2017:

2016:

5.05 SPOUSE's gross amount and source of any other income. This would include business income (but not wages or salary listed above), investment income (such as from stocks and bonds), and income from unemployment, disability, pension, social security, or other periodic payments. If more than one source, list the income from each source separately.

2018 (to date):

2017:

2016:

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## 6.00 TAXES

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6.01 Have you filed individual federal and state income tax returns for the years listed?

2017 (return due April 2018)	Federal:	<input type="checkbox"/> yes	<input type="checkbox"/> no	State:	<input type="checkbox"/> yes	<input type="checkbox"/> no
2016 (return due April 2017)	Federal:	<input type="checkbox"/> yes	<input type="checkbox"/> no	State:	<input type="checkbox"/> yes	<input type="checkbox"/> no
2015 (return due April 2016)	Federal:	<input type="checkbox"/> yes	<input type="checkbox"/> no	State:	<input type="checkbox"/> yes	<input type="checkbox"/> no
2014 (return due April 2015)	Federal:	<input type="checkbox"/> yes	<input type="checkbox"/> no	State:	<input type="checkbox"/> yes	<input type="checkbox"/> no

If not, explain why not.

6.02 Has SPOUSE filed individual federal and state income tax returns for the years listed?

2017 (return due April 2018)	Federal:	<input type="checkbox"/> yes	<input type="checkbox"/> no	State:	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Joint return
2016 (return due April 2017)	Federal:	<input type="checkbox"/> yes	<input type="checkbox"/> no	State:	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Joint return
2015 (return due April 2016)	Federal:	<input type="checkbox"/> yes	<input type="checkbox"/> no	State:	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Joint return
2014 (return due April 2015)	Federal:	<input type="checkbox"/> yes	<input type="checkbox"/> no	State:	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Joint return

If not, explain why not.

6.03 In the last ten years, have you and SPOUSE filed all required federal, state, or local tax returns when due?

If no, explain.

6.04 If you own or manage a business, has the business filed all required federal and state payroll tax returns and business tax returns?

If not, explain why not.

6.05 Are any tax returns being reviewed or audited?

If yes, explain.

6.06 Answer the following. Complete a DETAIL SHEET - TAX DEBT for each of your debts for taxes.

Do you owe taxes to the Internal Revenue Service (income taxes, payroll taxes, luxury taxes, excise taxes)?

Do you owe taxes to the California Franchise Tax Board (income taxes)?

Do you owe taxes to the California Employment Development Department (payroll taxes)?

Do you owe taxes to the California State Board of Equalization (sales taxes)?

Do you owe taxes to San Diego County (real property taxes)?

Do you owe taxes to San Diego County (unsecured personal property taxes)?

Do you owe ANY other taxes?

6.07 Name and address of person in possession of copies of any federal, state, or local tax return filed during the last four years.

6.08 List any tax refunds received during the last two years.

6.09 Describe any tax refunds you may be entitled to receive.

6.10 During the last four years, has any taxing authority taken enforcement action against you or SPOUSE? This includes wage garnishments, tax liens, bank account levies.

If so, explain.

## 7.00 CURRENT MONTHLY INCOME

Complete this chart based on a monthly average of what you expect to make during the six calendar months starting with the month during which you expect to file bankruptcy. Be realistic. Do not be overly optimistic about bonuses, commissions, overtime, or pay raises.

	DEBTOR	SPOUSE
<b>GROSS WAGE/SALARY INCOME</b>		
List monthly gross wages, salary, and commissions (before all payroll deductions). If not paid monthly, calculate what the monthly wage would be.	_____	_____
Estimate and list monthly overtime pay.	_____	_____
<b>Subtotal - Gross Income</b>	=====	=====
<b>PAYROLL DEDUCTIONS</b>		
Tax, Medicare, and Social Security deductions	_____	_____
Mandatory contributions for retirement plans	_____	_____
Voluntary contributions for retirement plans	_____	_____
Required repayments of retirement fund loans	_____	_____
Insurance	_____	_____
Domestic support obligations	_____	_____
Union dues	_____	_____
All other payroll deductions (specify)	_____	_____
<b>Subtotal - Payroll Deductions</b>	=====	=====
<b>MONTHLY TAKE-HOME PAY</b>		
<b>OTHER INCOME</b>		
Net income from rental property and from operating a business, profession, or farm. Provide details each property and business showing gross receipts, ordinary and necessary business expenses, and the total monthly net income.	_____	_____
Interest and dividends.	_____	_____
Family support payments that you, a non-filing spouse, or a dependent regularly receive. Include alimony, spousal support, child support, maintenance, divorce settlement, and property settlement.	_____	_____
Unemployment compensation.	_____	_____
Social Security.	_____	_____
Other government assistance that you regularly receive. Include cash assistance and the value (if known) of any non-cash assistance that you receive, such as food stamps (benefits under the Supplemental Nutrition Assistance Program) or housing subsidies.	_____	_____
Pension or retirement income.	_____	_____
All other monthly income.	_____	_____
<b>Subtotal - Other Income</b>	=====	=====
<b>TOTAL MONTHLY INCOME</b>	=====	=====

### OTHER CONTRIBUTIONS TO MONTHLY EXPENSES

Explain all other regular contributions to your expenses. Include contributions from an unmarried partner, members of your household, your dependents, our roommates, and other friends or relatives.

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## 8.00 CURRENT MONTHLY EXPENSES

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Complete this chart based on a monthly average of what you would expect to spend over the next year. If paid less often than monthly (for example, property taxes, car registrations, etc.) calculate the amount spent per year, divide by 12, and include in the list of expenses.

Mortgage payment and/or rent on your home (primary residence only) (first trust deed only).	_____
Real estate taxes (unless included in monthly escrow payment)	_____
Property, homeowner's, or renter's insurance (unless included in monthly escrow payment)	_____
Home maintenance, repair, and upkeep expenses	_____
Homeowner's association or condominium dues	_____
Additional mortgage payments (primary residence only) (second trust deed, home equity loans, etc.)	_____
Utilities:	
Electricity, heat, natural gas	_____
Water, sewer, garbage collection	_____
Telephone - land line only	_____
Cell phone, Internet, satellite, and cable services	_____
Other. Specify:	_____
Food and housekeeping supplies	_____
Childcare and children's education costs	_____
Clothing, laundry, and dry cleaning	_____
Personal care products and services	_____
Medical and dental expenses not covered by insurance	_____
Transportation. Include gas, maintenance, bus or train fare. Do not include car payments.	_____
Entertainment, clubs, recreation, newspapers, magazines, and books	_____
Charitable contributions and religious donations	_____
Insurance: Life insurance	_____
Health insurance (unless deducted from your paycheck)	_____
Vehicle insurance	_____
Other insurance. Specify.	_____
Taxes. Do not include taxes deducted from your paycheck, real property taxes, or sales taxes. Specify:	_____
Car payments for Vehicle 1.	_____
Car payments for Vehicle 2.	_____
Other installment or lease payments. Specify:	_____
Your payments to others of alimony, maintenance, and support (unless deducted from your paycheck)	_____
Other payments you make to support other who do not live with you. Specify:	_____
Other. Specify.	_____

**MONTHLY EXPENSES**

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For some expense categories, this chart gives common amounts for typical median-income households. If your actual expenses differ substantially from the averages listed, explain.

Expense	1 Person	2 Persons	3 Persons	4 Persons
Food	\$334	\$646	\$742	\$888
Housekeeping supplies	\$35	\$64	\$63	\$75
Apparel & services	\$89	\$142	\$185	\$264
Personal care products & services	\$38	\$69	\$71	\$75
Miscellaneous	\$151	\$281	\$323	\$392
Total	\$647	\$1,202	\$1,384	\$1,694

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## 9.00 ACCOUNTANTS, BOOKKEEPERS, AND FINANCIAL RECORDS

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- 9.01 List every financial statement you have prepared in the last two years. Give relevant dates. State to whom any copy of the financial statement was given.
- 9.02 List every application for a loan or financing in the last two years, even if the application was not approved. This includes credit card applications if you were required to state income. Give relevant dates.
- 9.03 Are there any other documents prepared within the last two years that would show your financial condition? Describe them.
- 9.04 Was any financial statement, loan application, or other document listed above not completely accurate (even if the inaccuracy was inadvertent)? If so, explain.
- 9.05 Have you been audited during the past two years? If so, state when and by whom.
- 9.06 Location of your books and records (for example, bank statements, check registers, cancelled checks, tax returns).
- 9.07 Have any books or records been destroyed, lost, or misplaced? If so, explain.
- 9.08 Provide the following information for each bookkeeper or accountant who kept, supervised the keeping of, reviewed, or audited your books of accounts and records at any time during the past two years.
- Name, current address, and telephone number. Describe what the bookkeeper or accountant did for you. Give relevant dates, including when last services were performed.

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## 10.00 BANK ACCOUNTS AND INFORMATION

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- 10.01 State the bank name and account number for each checking, saving, money market, share account, or certificate of deposit at any bank, savings and loan, thrift, building and loan, credit union, brokerage house, pension fund, or other financial accounts at any time during the last three years. Complete a DETAIL SHEET - BANK ACCOUNTS for each such account.
- 10.02 In the last three years, have you had funds in or control over an account not in your own name or the name of the business?  
If so, explain your relationship to the account. Give the name, type, number of the account and the name and address of the financial institution.
- 10.03 In the last three years, have you had the use of a debit card for an account not in your own name?  
If so, explain your relationship to the account. Give the name, type, number of the account and the name and address of the financial institution.
- 10.04 Have you had a safe deposit box with a bank or a similar place to store valuables such as securities or cash within the last two years?  
If so, give the name and address of the bank, the name of the box holder, and the name and address of each person who had access to the box. Describe the contents of the box. If the box has been closed, state when it was closed and what happened to its contents.

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## **11.00 PERSONAL RESIDENCE**

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11.01 Do you own your personal residence?

11.02 Is the personal residence you own real property (single family home, condominium, cooperative apartment, etc.)?

If so, give the address below and complete a DETAIL SHEET - REAL PROPERTY.

11.03 Is the personal residence you own a boat or mobile home?

If so, describe the residence, give the address/location, and complete a DETAIL SHEET - PERSONAL PROPERTY RESIDENCE.

11.04 Do you rent your personal residence from someone?

If so, give the address and complete a DETAIL SHEET - LEASES OF REAL PROPERTY (TENANT).

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## **12.00 REAL PROPERTY**

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12.01 Do you own real estate other than your personal residence?

12.02 If the answer to the preceding question is yes, how many distinct properties do you own?  
List all address here. Complete a DETAIL SHEET - REAL PROPERTY for each property.

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## 13.00 PERSONAL PROPERTY

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- 13.01 Amount of cash on hand, not including bank account balances?
- 13.02 Do you own a car, truck, trailer, or other motor vehicle? This include any vehicle as to which you are on title, even if the vehicle "belongs" to someone else (e.g., a minor child)
- List each vehicle here. Complete a DETAIL SHEET - AUTOMOBILES for each vehicle.
- 13.03 Do you have a security deposit with a public utility, telephone company, landlord, leasing company, tax agency, and others?
- If so, for each give name, address, and amount.
- 13.04 Do you own any furs, jewelry, or watches?
- If so, give total value. Itemize if total exceeds \$1000 or any item exceeds \$300. If the furs, jewelry, or watches are insured under a personal property rider/endorsement to your homeowner's insurance, give insured value.
- 13.05 Do you own any firearms, sports, photographic, and other hobby equipment?
- If so, give total value. Itemize if total exceeds \$1000 or any item exceeds \$300.
- 13.06 Do you own an individual book, print, picture, or work of art worth more than \$300?
- If so, itemize and give value.
- 13.07 Do you have a collection (for example, coins, stamps, baseball cards, antiques)?
- If so, describe and give value. Itemize if total exceeds \$1000 or any item exceeds \$300. List collectibles held for sale under inventory.
- 13.08 Value of your clothing, if sold at a garage sale.

- 13.09 Value of your household goods and furnishings (not including anything listed above), if sold at a garage sale. See household inventory sheet.
- 13.10 Do you own a mobile home?  
If so, describe and give value. If financed, complete a DEBT FORM for this lender.
- 13.11 Do you own a boat?  
If so, give year, brand, model, license number, and value. If financed, complete a DEBT FORM for this lender.
- 13.12 Do you own a plane?  
If so, give year, brand, model, license number, and value. If financed, complete a DEBT FORM for this lender.
- 13.13 Do you have life insurance?  
If so, give insurer's name, address, and policy number. List any surplus, accrued dividends, or loan value of the policy (you may need to contact your agent or insurer).
- 13.14 Do you own an annuity (a contractual right to receive a fixed, periodic payment)?  
If so, give the insurer's name, address, policy number, and the value of the annuity.
- 13.15 Do you have an IRA, SEP, ERISA, Keogh, or pension or profit sharing plan?  
If so, explain and give plan value and vesting status.
- 13.16 Do you have a Health Savings Account?  
If so, explain.

- 13.17 Do you have an Education IRA, Tuition Credits, or similar account?  
If so, explain and give value.
- 13.18 Do you participate in a deferred compensation plan through your employer?  
If so, explain and give value.
- 13.19 Do you have a claim for past due and unpaid social security, unemployment, public assistance, veterans, or disability benefits?  
If so, explain and give value.
- 13.20 Do you expect to acquire property or property rights as a result of a divorce or separation during the next nine months?  
If so, explain.
- 13.21 Are you entitled to an inheritance where someone has already died?  
If so, explain.
- 13.22 Are you entitled to payment under a life insurance policy where someone has already died?  
If so, explain.
- 13.23 Inheritances and life insurance can become part of your bankruptcy, even if the person dies several months after you file bankruptcy. Is there a substantial possibility that someone will die within the next nine months (e.g., an elderly relative in poor health, or a relative diagnosed with a life-threatening illness), entitling you to an inheritance or payment under a life insurance policy?  
If so, explain.
- 13.24 Do you expect a settlement from an insurance company?  
If so, explain and give amount.

- 13.25 Do you own any bonds, stocks, or mutual funds?  
If so, itemize and give original purchase price and current market value.
- 13.26 Do you own a patent, copyright, trademark, other similar intellectual property?  
If so, itemize and give value.
- 13.27 Do you own a franchise, license, or other intellectual property?  
If so, itemize and give value.
- 13.28 Do you own any promissory notes?  
If so, itemize and give balance and payment status.
- 13.29 Do you have any accounts receivable?  
If so, give account name, number (if any), address, amount, and whether the account is disputed. You may attach a separate sheet or accounts receivable printout with all of this information.
- 13.30 Do you have any contingent or unliquidated claims (someone owes you money)?  
If so, describe each and give its value. Do not include disputed accounts receivable listed in the previous question.
- 13.31 Do you own a computer and related equipment?  
If so, describe in detail (CPU, RAM, hard drive, peripherals, software) and give value. State original purchase price if less than 18 months old.
- 13.32 Do you own any office equipment, furnishings and supplies (other than computers listed in response to the previous question)?  
If so, describe and give value. Itemize if total exceeds \$1000 or any item exceeds \$300. Do not itemize office supplies. Indicate whether held for household or business use.
- 13.33 Do you own any machinery, tools or fixtures?

If so, describe and give value. Itemize if total exceeds \$1000 or any item exceeds \$300. Indicate whether held for household or business use.

13.34 Do you have any inventory or raw materials?

Exclude office supplies. Include collectibles held for sale. If so, itemize and give value.

13.35 Do you own a cemetery plot?

If so, itemize and give value.

13.36 Do you have an interest in a trust?

If so, itemize and give value.

13.37 Farm property:

Do you own any animals? Exclude family pets, such as dogs and cats. Include farm animals (cows, horses, sheep, etc.) and animals of unusual value.

If so, explain and give value

Do you own any crops - growing or harvested? Exclude crops for family or household use, such as a home garden.

If so, explain and give value

Do you own any farming equipment and implements, farm supplies, farm chemicals, or feed (excluding feed for household pets)?

If so, explain and give value

13.38 Do you own or claim ANY other property of ANY kind not listed above?

If so, explain and give value.

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## **14.00 LEASES**

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14.01 Do you lease real property to anyone (are you a landlord)?

If so, give the address of each property. Complete a DETAIL SHEET - LEASES OF REAL PROPERTY for each property.

14.02 Other than your personal residence, do you lease real property from anyone (are you a tenant)?

If so, give the address of each property. Complete a DETAIL SHEET - LEASES OF REAL PROPERTY for each property.

14.03 Do you lease any personal property to anyone (e.g., phones, copiers, computers, automobiles)?

If so, briefly describe the property. Complete a DETAIL SHEET - LEASES OF PERSONAL PROPERTY for each property.

14.04 Do you lease any personal property from anyone (e.g., phones, copiers, computers, automobiles)?

If so, briefly describe the property. Complete a DETAIL SHEET - LEASES OF PERSONAL PROPERTY for each property.

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## 15.00 TRUSTS AND PROPERTY HELD FOR ANOTHER PERSON

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- 15.01 Do you have a living trust?  
If so, explain.
- 15.02 Are you the trustee under any trust?  
If so, explain.
- 15.03 Are you the court-appointed conservator for any person?  
If so, explain.
- 15.04 Are you the court-appointed guardian for anyone other than your minor child?  
If so, explain.
- 15.05 Are you the custodian for any minor under the Uniform Transfers to Minors Act?  
If so, explain.
- 15.06 Are you holding any money in a bank account that belongs to someone else?  
If so, explain.
- 15.07 Are you holding any deposits that belong to someone else, such as a security deposit or payment in advance by a customer?  
If so, explain.
- 15.08 Except as described above, do you have in your possession any property, equipment, furniture, etc. that belongs to another person?  
If so, describe the property, give its value, and list the name and address of its owner.
- 15.09 In the last ten years, have you transferred any property to a trust of which you are a beneficiary ? For example, you transferred property to a living trust as to which you are a trustee and a current beneficiary.  
If so, give details.

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## 20.00 MORTGAGES, LIENS, AND SECURITY INTERESTS

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- 20.01 Within the past six years, was a deed of trust on real property owned by you signed, delivered, or recorded?  
Complete a DEBT FORM if you still owe money on this trust deed.  
If the trust deed has been repaid, give the name and address of the creditor, the nature and date of the transaction, and the date the trust deed was paid off.  
Provide copies of any escrow closing statements if available.
- 20.02 Within the past six years, did you finance the purchase of an automobile?  
Complete a DEBT FORM if you still owe money on this car loan.  
If the car loan has been repaid, give the name and address of the lender, the nature and date of the transaction, and the date the car loan was paid off.  
Unless the car loan was paid off more than a year ago, provide a copy of the purchase/finance contract.
- 20.03 Within the past six years, was a security interest in personal property (including a UCC-1 financing statement) owned by you signed, delivered, or recorded?  
Complete a DEBT FORM if you still owe money on this debt.  
If the debt has been repaid, give the name and address of the creditor and the nature and date of the transaction.  
Unless the debt was paid off more than a year ago, provide copies of the security agreement and UCC-1 if available.
- 20.04 Other than the security interests listed above, did you give, transfer, deliver, pledge or assign any property (including wages) to a creditor within the past six years to ensure payment of a debt?  
If so, explain, giving name of creditor, date, amount, and description of property.  
Complete a DEBT FORM if you still owe money to this creditor.

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## 21.00 SALES AND TRANSFERS OF PROPERTY

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- 21.01 Do you sell personal property at wholesale or retail in the ordinary course of business?  
If so, explain.
- 21.02 Have you sold, traded, or otherwise transferred any real property within the past six years?  
If so, explain.
- 21.03 Have you sold, traded, or otherwise transferred any automobile, plane, boat, or mobile home within the past six years (including trade-ins)?  
If so, explain.
- 21.04 Have you sold or otherwise transferred an interest in a business within the past six years? Do not include sales of stock in a publicly-traded company amounting to less than a 5% interest.  
If so, explain.
- 21.05 Have you sold, traded, or otherwise transferred any publicly-traded stocks, bonds, or mutual funds within the past fourteen (14) months?  
If so, explain.
- 21.06 Have you sold, traded, or otherwise disposed of any other item worth \$1000 or more within the past fourteen (14) months?  
If so, explain.
- 21.07 Have you sold, traded, or otherwise disposed of any OTHER personal property worth more than \$5,000 within the past six years? You need not include property sold by you if your business is the sale of such personal property at wholesale or retail.  
If so, explain.
- 21.08 If the response to any of questions 21.02 to 21.07 is anything but an unequivocal "no," give:
- (a) A description of the property transferred and its value
  - (b) The name and address of the purchaser
  - (c) The nature and date of the transaction
  - (d) The sale price (if not paid in cash, describe property received and its value)
  - (e) Whether the sale or transfer was to a related entity (a business which you own in whole or in part, or a business connected to your business) or insider (relative or close friend)
  - (f) Provide copies of the sales contract and escrow closing statement if available.

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## **22.0 GIFTS**

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- 22.01 List all gifts or charitable contributions made within one year, except contributions to any charity that total less than \$100 in value for that charity.

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## **23.0 LOSS OR DESTRUCTION OF PROPERTY**

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- 23.01 Was any property stolen within the past two years?

If so, explain.

- 23.02 Was any property damaged or destroyed (e.g., lost to fire) within the past two years?

Describe the property, state its value, and give the date and circumstances of loss.

Was the property insured?

Was a crime report filed?

- 23.03 Did you incur any gambling losses within the last year? This includes both legal and illegal gambling.

If so, explain.

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## 24.00 LAWSUITS, JUDGMENTS, AND ATTORNEYS

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24.01 Has anyone obtained a judgment against you or SPOUSE in the last ten years that remains unpaid?

If so, explain.

24.02 Have you been a party (plaintiff or defendant) to a lawsuit or arbitration of any kind during the past three years?

24.03 If the response to the previous question is anything but an unequivocal "no," then for each legal proceeding give:

- (a) the name of the court,
- (b) the complete title of the lawsuit and the case number,
- (c) the name of the attorney representing you,
- (d) a brief description of the nature of the lawsuit,
- (e) whether the lawsuit is still pending, and
- (f) whether the lawsuit is covered by insurance.

If available, provide a copy of the complaint and any judgment.

24.04 Do you have a reason for suing someone?

If so, explain.

24.05 To your knowledge, does anyone have any reason for suing you (e.g. personal liability)?

If so, explain.

24.06 Have you had any property sold in a sheriff's sale or seized by a creditor or creditor's representative during the last year?

If so, explain, giving name of creditor, date, property, and amount.

24.07 Has any creditor taken a judgment debtor examination during the last year?

If so, explain, giving name of creditor and date of examination.

24.08 Has any bank account been garnished in the last year?

If so, explain, giving name of creditor, bank and account number, date, and amount.

- 24.09 Is a receiver or trustee holding any property? Generally, a receiver is a person appointed by a court to receive, care for, and/or dispose of property.  
If so, explain. Provide copies of all relevant papers.
- 24.10 Do you have an attorney for general business matters?  
If so, give the attorney's name, address, and telephone number.
- 24.11 Give the name and address of any other attorney you have consulted during the past year and briefly explain the reason for such consultation.
- 24.12 Give the date and amount you have paid an attorney or any property you have transferred to any attorney during the past year.
- 24.13 If you have promised to pay an attorney within the past year, give the amount and terms of the agreement.

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## 25.00 REPOSSESSIONS, FORECLOSURES, SETOFFS

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25.01 Is there a foreclosure pending on any of your real property?

If so, explain.

25.02 Has any property been repossessed or foreclosed in the last two years?

If so, explain, giving name of creditor, date, amount, and description of property.

25.03 Have you sold real property at a short sale within the last two years?

If so, explain, giving name of creditor, date, amount, and description of property.

25.04 Have you given any property back to a creditor in the last two years in an attempt to reduce the balance owing that creditor?

If so, explain, giving name of creditor, date, amount, and description of property.

25.05 Has any creditor made a setoff within the past six months? A creditor makes a setoff when it applies money it owes you to a debt you owe the creditor.

If so, provide the following for each setoff:

- (a) Name and address of creditor
- (b) Date of setoff
- (c) Nature and amount

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## **26.00 INVENTORIES**

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- 26.01 Have you ever taken an inventory? Although inventories are more common in a business setting, individuals often take an inventory for insurance purposes.
- 26.02 Date of most recent inventory
- 26.03 Name, address, and telephone number of the person who supervised the taking of this inventory
- 26.04 Value of inventory
- 26.05 Basis for valuation (liquidation, going concern, retail sale, etc.)
- 26.06 Are copies of this inventory still available?

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## **27.00 CO-DEBTORS AND GUARANTORS**

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- 27.01 Is anyone a co-signer or guarantor for any of your debts?
- 27.02 Have you ever been a co-signer or guarantor for someone else's debts?
- 27.03 Have you guaranteed the debts of your corporation or LLC (if any)?
- 27.04 If the answer to any of the three preceding questions is other than an unequivocal "no," then give the name and address of each co-signer or guarantor and identify the debt co-signed for or guaranteed. Attach a copy of each written guarantee.

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## **28.00 EXECUTORY CONTRACTS**

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- 28.01 Are you a party to any contract that has not been completely performed? This includes contracts for sale of property, but does not include accounts receivable or leases listed elsewhere in the questionnaire.
- 28.02 Are you a party to any government contract?
- 28.03 If the response to either of the two preceding questions is anything but an unequivocal "no," then complete a DETAIL SHEET - EXECUTORY CONTRACTS for each contract.

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## 29.00 INSURANCE

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- 29.01 Give the full name, address, and telephone number of any insurance agent or broker used in the last two years.
- 29.02 Have you had a general liability insurance policy in the last two years?
- 29.03 Have you had an automobile insurance policy in the last two years?
- 29.04 Have you had a fire insurance policy in the last two years?
- 29.05 Have you had a workers compensation insurance policy in the last two years?
- 29.06 Have you had a health insurance policy covering your employees in the last two years?
- 29.07 Have you had a life insurance policy in the last two years?
- 29.08 Have you had any other type of insurance policy in the last two years?
- 29.09 For each "yes" answer (except as to health insurance), provide a copy of the insurance declarations page or equivalent. If not available, give:
- (a) the name and address of the insurance company,
  - (b) the policy number,
  - (c) the term covered by the policy, and
  - (d) the name of the insurance agent or broker responsible for servicing the policy.
- 29.10 Are payments on all insurance policies current? If not, give details.

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## 40.00 CREDIT CARDS

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- 40.01 Do you have any store-issued credit cards (for example, BestBuy, Sears, or Nordstrom)?  
If so, list the cards.
- 40.02 Are you still making payments on any store-issued credit card for purchases of any durable goods, such as furniture, appliances (washer, dryer, refrigerator, etc.), computer, television, or stereo?  
If so, give details, including the item purchased, original price, current account balance, and whether you still have the item. Failure to be complete will likely result in additional attorneys fees.
- 40.03 Do you have any secured credit cards?  
If so, list the cards
- 40.04 Do you have any other credit cards?  
If so, list the cards.
- 40.05 Complete a DEBT FORM for each credit card on which there is a balance, even a small one.
- 40.06 For cards with zero balances provide the following information:
- (a) Name of financial institution
  - (b) Address of financial institution (use the correspondence address listed on the back of the bill, not the address for mailing payments)
  - (c) Type of credit card (Visa, Mastercard, Discover, Amex, etc.)
  - (d) Account number
  - (e) Date you obtained the card (give both month and year if obtained within the past 2 years)
- 40.07 Have you made any charge of \$150 or more on any credit card during the last 120 days?  
If so, explain.
- 40.08 Have you made charges totaling \$500 or more on any one credit card during the last 120 days?  
If so, explain.

- 40.09 Have you obtained a cash advance of \$150 or more on any credit card during the last 120 days?  
If so, explain.
- 40.10 Have you obtained cash advances totaling \$500 or more on any one credit card during the last 120 days?  
If so, explain.
- 40.11 Have you transferred a balance from one credit card to another during the last 120 days?  
If so, explain.
- 40.12 Have you made a charge of \$1,000 or more on any credit card during the last year?  
If so, explain.
- 40.13 Have you transferred a balance of \$1,000 or more from one credit card to another during the last year?  
If so, explain.
- 40.14 Have you exceeded your credit limit on any credit card during the last year?  
If so, explain.
- 40.15 For each credit card, did you accurately state your income at the time you applied for the card?  
If not, explain.
- 40.16 Have you paid any federal, state, or local taxes with a credit card? Do not include (a) credit cards where the account balance was paid down to zero after payment of the taxes and (b) payment of taxes as part of a purchase (e.g., sales taxes).  
If so, explain.

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## 41.00 CASH TRANSACTIONS

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Cash means currency, coins, and cashier's checks. It does not include payments by personal check, business check, credit card, or electronic banking transfer.

41.01 During the past two years, have you borrowed more than \$1,000 in cash from any person?

41.02 If the response to the previous question is anything but an unequivocal "no," then give:

- (a) the name and address of the creditor,
- (b) the relationship to you,
- (c) the date and amount of cash received, and
- (d) whether there is any documentation for the transaction (promissory note, IOU, bank deposit slip, etc.)

41.03 During the past six months, have you paid any creditor more than \$200 in cash?

41.04 If the response to the previous question is anything but an unequivocal "no," then give the name and address of the creditor, the date and amount of each payment, and whether you got a written receipt.

41.05 During the past year, have you paid any creditor more than \$1,000 in cash (you may omit cash payments previously listed)?

41.06 If the response to the previous question is anything but an unequivocal "no," then give the name and address of the creditor, the date and amount of each payment, and whether you got a written receipt.

41.07 During the past four years, have you paid any creditor more than \$2,000 in cash (you may omit cash payments previously listed)?

41.08 If the response to the previous question is anything but an unequivocal "no," then give the name and address of the creditor, the date and amount of each payment, and whether you got a written receipt.

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## 42.00 PAYMENTS TO INSIDERS

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Insider means a close relative (parents, grandparents, children, grandchildren, siblings, aunts/uncles, nieces/nephews, cousins), close business associate (partner, co-owner, etc.), or close friend.

42.01 During the past 120 days, have you paid any insider more than \$200?

42.02 If the response to the previous question is anything but an unequivocal "no," then give the name and address of the creditor, the date and amount of each payment, and the nature of the relationship.

42.03 During the past year, have you paid any insider more than \$500 (you may omit payments previously listed)?

42.04 If the response to the previous question is anything but an unequivocal "no," then give the name and address of the creditor, the date and amount of each payment, and the nature of the relationship.

42.05 During the past 2 years, have you paid any insider more than \$2,000 (you may omit payments previously listed)?

42.06 If the response to the previous question is anything but an unequivocal "no," then give the name and address of the creditor, the date and amount of each payment, and the nature of the relationship.

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## 50.00 ENVIRONMENTAL ISSUES

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50.01 Are you aware of any possible violation of any environmental law related to yourself, your business, or any of your property?  
If so, give details.

50.02 Is any property that you own, lease, or occupy contaminated or potentially contaminated with hazardous waste?  
If so, give details.

50.03 Have you or your business received notice in writing by a governmental unit that you or your business may be liable or potentially liable under or in violation of an Environmental Law?  
If so, list the name and address of every site for which you or your business have received notice in writing by a governmental unit that you or your business may be liable or potentially liable under or in violation of an Environmental Law. Indicate the governmental unit, the date of the notice, and, if known, the Environmental Law.

50.04 Have you or your business provided notice to a governmental unit of a release of Hazardous Material?  
If so, list the name and address of every site for which you or your business provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.

50.05 Are or were you or your business a party to any judicial or administrative proceedings, including settlements or orders, under any Environmental Law?  
If so, indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.

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## **60.00 WAGES**

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60.01 Does your business (if any) have employees?

60.02 How frequently are employees paid?

60.03 Ending date of last pay period?

60.04 Does the business owe wages to anyone?

60.05 Approximate number of employees to whom wages are owed, total amount owed, and pay period.

60.06 Are there unpaid fringe benefits, health insurance, or pension plan contributions?

If so, explain.

60.07 Complete a **DETAIL SHEET - WAGES AND EMPLOYEE BENEFITS** for each employee who is owed wages or who have vacation or sick time credits.

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## DETAIL SHEET - REAL PROPERTY

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Please supply the following information for each piece of real property in which you hold an interest:

- RPD.01 Street address of property
- RPD.02 Legal description of property
- RPD.03 Assessor's parcel number
- RPD.04 Brief description of property (single family home, condo, bare land, etc.)
- RPD.05 Nature of interest in property
- RPD.06 Purchase price and date purchased
- RPD.07 Do you have the escrow closing statement for purchase of this property?
- RPD.08 How many times have you refinanced the property since you purchased it?
- RPD.09 Do you have the escrow closing statement(s) for the refinance(s)?
- RPD.10 Current market value of your interest in property (do not deduct any secured debt). Describe how this value was determined.
- RPD.11 Has the property been appraised in the last two years?  
If so, give the date of each appraisal, the appraised value, and the name and address of each appraiser.
- RPD.12 Are real property taxes current?  
If not, explain.
- RPD.13 Is the real property insured?  
If not, explain.
- RPD.14 Does the loan service maintain an escrow account for property taxes and insurance?  
If so, explain.
- RPD.15 Are there any common interest development (homeowners association) fees or dues?  
If so, explain.
- RPD.16 Is the property in foreclosure?  
If so: (a) when was the notice of default recorded? (b) when is the trustee's sale? Provide copies of ALL foreclosure documents.
- RPD.17 How many trust deeds (mortgages) are there on the property?
- RPD.18 Provide the following information for each trust deed on the property:
- Name of original lender
  - Name and address of current lender/loan servicer
  - Account number
  - Date trust deed was recorded and document number
  - Amount of original loan
  - Outstanding loan balance (give amount and date)
  - Monthly payment
  - Are monthly payments on this loan current? If not state amount of arrears and number of payments behind.

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## DETAIL SHEET - LEASES OF REAL PROPERTY (TENANT)

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Please supply the following information for each piece of leased real property for which you are the lessee/tenant, i.e. property you lease FROM someone else.

LRP-T 1.01 Street address of leased property

LRP-T 1.02 Description of leased property. Indicate whether the property is single family residential, multi-unit residential, or commercial.

LRP-T 1.03 Landlord's name, address, and telephone number.

LRP-T 1.04 Term of lease

LRP-T 1.05 Monthly rent

LRP-T 1.06 Are lease payments current?

If lease payments are not current, give the date of the last payment and the amount in arrears.

LRP-T 1.07 Amount of security deposit

LRP-T 1.08 Is the lease in writing?

If so, provide a complete copy.

LRP-T 1.09 If the lease is oral (not in writing), then list all of the terms of the lease.

LRP-T 1.10 Has the landlord given a 3-day notice to pay rent or quit, started unlawful detainer proceedings, or otherwise attempted to remove tenant from the premises?

If so, explain and give all relevant dates.

LRP-T 1.11 Do you have any complaints about the premises or the landlord's performance under the lease?

If so, explain.

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## DETAIL SHEET - LEASES OF REAL PROPERTY (LANDLORD)

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Please supply the following information for each piece of leased real property for which you are the lessor/landlord, i.e. property you lease TO someone else.

LRP-L 1.01 Street address of leased property

LRP-L 1.02 Description of leased property. Indicate whether the property is single family residential, multi-unit residential, or commercial.

LRP-L 1.03 Tenant's name, address, and telephone number.

LRP-L 1.04 Term of lease

LRP-L 1.05 Monthly rent

LRP-L.1.06 Are lease payments current?

If lease payments are not current, give the date of the last payment and the amount in arrears.

LRP-L 1.07 Amount of security deposit

LRP-L.1.08 Is the lease in writing?

If so, provide a complete copy.

LRP-L 1.09 If the lease is oral (not in writing), then list all of the terms of the lease.

LRP-L 1.10 Have you given the tenant a 3-day notice to pay rent or quit, started unlawful detainer proceedings, or otherwise attempted to remove tenant from the premises?

If so, explain and give all relevant dates.

LRP-L 1.11 Has the tenant complained about the premises or the landlord's performance under the lease?

If so, explain.

LRP-L.1.12 Name, address, and telephone number of the property manager, if any?

LRP-L 1.13 Is the monthly rental under the lease above, below, or at current monthly rental rates for similar properties?

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## DETAIL SHEET - LEASES OF PERSONAL PROPERTY (LESSEE)

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Personal property you lease FROM someone else.

LPP 1.01 Description of leased property. Indicate whether for household or business use.

LPP 1.02 Name, address, and telephone number of lessor.

LPP 1.03 Location of leased property

LPP 1.04 Term of lease and monthly rent

LPP 1.05 Are lease payments current?

If lease payments are not current, give the date of the last payment and the amount in arrears.

LPP 1.06 Amount of security deposit

LPP 1.07 Is the lease in writing?

If so, provide a complete copy.

LPP 1.08 If the lease is oral (not in writing), then list all of the terms of the lease.

LPP 1.09 Is there is an option to purchase the property?

If so, what is the property's current value?

LPP 1.10 Is the monthly rental under the lease above, below, or at current monthly rental rates for similar property?

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## DETAIL SHEET - LEASES OF PERSONAL PROPERTY (LESSOR)

---

Personal property you lease TO someone else.

LPP 2.01 Description of leased property. Indicate whether for household or business use.

LPP 2.02 Name, address, and telephone number of lessee.

LPP 2.03 Location of leased property

LPP 2.04 Term of lease and monthly rent

LPP 2.05 Are lease payments current?

If lease payments are not current, give the date of the last payment and the amount in arrears.

LPP 2.06 Amount of security deposit

LPP 2.07 Is the lease in writing?

If so, provide a complete copy.

LPP 2.08 If the lease is oral (not in writing), then list all of the terms of the lease.

LPP 2.09 Is there is an option to purchase the property?

If so, what is the property's current value?

LPP 2.10 Is the monthly rental under the lease above, below, or at current monthly rental rates for similar property?

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## DETAIL SHEET - CONTRACTS

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- CD.01 Name, address, and telephone number of every party to the contract.
- CD.02 Describe the contract. If in writing, provide a copy. If oral, list all contract terms.
- CD.03 What performance remains due from each side?

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## DETAIL SHEET - WAGES AND EMPLOYEE BENEFITS

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For each unpaid employee, complete the following:

W 1.01 Employee's name, address, and social security number

W 1.02 Amount of wages owing (gross) and payroll period(s). Be specific.

W 1.03 Accrued vacation time, sick leave, or other monetary benefits for which employee is entitled to be compensated.

W 1.04 Fringe benefits or pension rights for which employee is eligible.

W 1.05 Is this employee still employed?

W 1.06 Job title and description

W 1.07 Is this employee an insider (owner, officer, relative, upper level management)?

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## DETAIL SHEET - BUSINESSES

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Provide the following information for each business in which you or SPOUSE has had an ownership interest in any business in the last eight years

- (a) Full name of business
- (b) Specify whether business is a corporation, partnership, limited partnership, limited liability company, or sole proprietorship.
- (c) Federal and state tax I.D. numbers of business.
- (d) Mailing address of business (street, city, county, and ZIP+4)
- (e) Street address of business, if different (street, city, county, and ZIP+4)
- (f) Any other addresses used by the business in the last eight years
- (g) Date business was formed. Jurisdiction of incorporation or formation.
- (h) Brief description of nature of business
- (i) Describe the nature of the ownership interest (partnership interest, stockholder, etc.) and state the amount of the business owned (e.g., 5% of the shares).

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## DETAIL SHEET - TAX DEBT

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TX 1.01 Describe the basis for the tax and give the relevant time period (e.g., Form 1040 personal income taxes for 2016).

TX 1.02 Was the tax reflected by a tax return or other document?

If so, provide a copy.

TX 1.03 Have any payments been made on the tax?

If so, give date and amount of each payment.

TX 1.04 State the amount currently due. List principal, penalties, and interest separately.

TX 1.05 Describe efforts by the taxing authority to collect the tax. Include liens, garnishments, seizures of property, etc.

TX 1.06 Describe any dealings with the taxing authority to challenge the tax or to make arrangements for payment.

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## DETAIL SHEET - BANK ACCOUNTS

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Provide the following information for each checking, saving, money market, share account, or certificate of deposit at any bank, savings and loan, thrift, building and loan, credit union, brokerage house, pension fund, or other financial accounts at any time during the last three years.

- (a) Name and address of financial institution
- (b) Name of account holder(s), account type (checking/savings/CD), and account number
- (c) Current balance
- (d) If closed, date and reason closed
- (e) Name and address of every person who can make withdrawals from the account. Include persons who can use an ATM card.
- (f) Do you have all monthly statements for this account(s) covering the past year?

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## DETAIL SHEET - AUTOMOBILES

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For each car, truck, trailer, motorcycle, or other motor vehicle owned or leased, give all of the listed information.

- (a) Year, make, and model:
- (b) License number and state
- (c) Mileage
- (d) Date purchased or leased?
- (e) Indicate whether held for household or business use
- (f) Is the vehicle financed?  
If so, state lender's name, address, and telephone number. Complete a DEBT FORM and attach it to this detail sheet.
- (g) Is the vehicle leased?  
If so, state the lessor's name, address, and telephone number. Complete a DEBT FORM and attach it to this detail sheet.
- (h) Value (Go to [www.KBB.com](http://www.KBB.com) and obtain the "Private Party Value"). Attach copy showing all options and trim levels.

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## DETAIL SHEET - PERSONAL PROPERTY RESIDENCE

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If your residence is a mobile home, give all of the information.

- (a) Description, including year, make, and model:
- (b) License number and state
- (c) Date purchased?
- (d) Is the mobile home financed?  
If so, complete a DEBT FORM and attach it to this detail sheet.
- (e) Location of mobile home?
- (f) Is space in the mobile home park leased?  
If so, complete a DETAIL SHEET - LEASES OF REAL PROPERTY (TENANT) form and attach it to this detail sheet.
- (g) Value  
(It may be helpful to go to [www.NADAguides.com](http://www.NADAguides.com) and click on Manufactured Homes. Attach copy.)
- (h) Be sure to list all monthly expenses associated with the mobile home.

If your residence is a boat, give all of the information.

- (a) Description, including year, make, and model:
- (b) License number and state
- (c) Date purchased?
- (d) Is the boat financed?  
If so, complete a DEBT FORM and attach it to this detail sheet.
- (e) Location of boat?
- (f) Is dock space leased?  
If so, complete a DETAIL SHEET - LEASES OF PERSONAL PROPERTY (LESSEE) form and attach it to this detail sheet.
- (g) Value  
(It may be helpful to go to [www.NADAguides.com](http://www.NADAguides.com) and click on Boats. Attach copy)
- (h) Be sure to list all monthly expenses associated with the boat.