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CHAPTER 7 CHECKLIST OF ITEMS NEEDED

REQUEST	ATTACHED	N/A
1. Income tax returns for the most recent three tax years		
2. Bank statements and canceled checks for three (3) months, through and including the date the petition was filed, on any account for which debtor(s) had check signing authority.		
3. Proof of homestead exemption i.e. Tax Bill.		
4. All insurance binders on real estate, automobiles, vessels, and personalty (Note: Trustee must be made loss payee immediately if it appears that there may be any non-exempt equity. Proof that this has been done must be provided to the trustee before vehicle or vessel may be operated.)		
5. Detailed itemization and photographs of household goods and furnishings, and furs and jewelry.		
6. Copies of life insurance policies, annuity documents and documents relating to Individual Retirement Accounts (I.R.A).		
7. Summary of Pension Plan documents and tax determination letter proving the plan qualifies under the Internal Revenue Code.		
8. Paystubs for the last four pay periods (as of filing date of petition).		
9. Credit applications and financial statements submitted to a bank, finance company, or other lender to obtain a loan or credit line within the past four years whether or not the loan was approved.		

<p>10. Documents pertaining to any suit in which the debtor is or was a plaintiff within one year immediately preceding the filing of this bankruptcy case, including:</p> <p>(A) divorce settlements or other documents pertaining to the divorce (B) judgments (C) foreclosures (D) Personal Injury Lawsuits (E) Other lawsuits.</p>		
<p>11. On all automobiles:</p> <p>a. Complete description, make, model number and current mileage;</p> <p>b. Title (if not available, please request from the lienholder);</p> <p>c. Document(s) evidencing proof of insurance and original purchase price;</p> <p>d. If secured, security agreement and payoff letter, which must be requested from the lienholder; and</p> <p>e. If the scheduled value of the car is significantly less than the value listed in Kelly Blue Book (www.kbb.com). Please provide a dealer or certified appraisal.</p>		
<p>12. Mortgage, deed and most recent tax bill on any non-homestead real property, including any interests in timeshares or cemetery plots, that the Debtor owns, or has owned, during the last 12 months.</p>		
<p>13. Copy of complete passport and social security card.</p>		
<p>14. If debtor has filed for bankruptcy within 10 years, specify the case number and date of discharge.</p>		