

**You must bring in COPIES OF ALL DOCUMENTS unless marked with an \*. You WILL be charged 25 cents per page for all COPIES, FAXES, OR EMAILS printed in our office.**

Dear Client:

You **must** schedule a paperwork appointment with Suzanne to review your paperwork, **DO NOT JUST DROP PAPERS OFF!** In order for me to prepare your bankruptcy petition you will need to **bring the following information** with you to your paperwork appointment:

- 1) \*Your fully completed client questionnaire (pick up 30 days before ready to file)
- 2) \*Counseling Certification (wait until just before your paperwork appointment)
- 3) A recent Credit Report from **Experian** . If you have not pulled a free report in the past one year you can obtain a free report from [www.annualcreditreport.com](http://www.annualcreditreport.com) . (Please wait until just before your paperwork appointment and bring in the **Experian report from this website**)
- 4) \*Your most recent bills, statements or payment books, and most recent collection letters. If you charged on a credit card in the past 90 days we need the statements from that card for 3 months. We also need information on debts you do not intend to discharge in the bankruptcy (i.e. house mortgage, car payment, etc.).
- 5) All pay stubs for the past 6 months calculated by the date you received the pay not by the date you earned the pay. (Husband & Wife, even if both are not filing)
- 6) Proof of income from other sources such as social security benefits, pension benefits, child support, rental income or other income for the past 6 months and a Profit & Loss statement for the past 6 months if you run any type of business.
- 7) Bank statements for the last 6 months (including IRA's). You **MUST** note the source of **ALL** deposits plus any checks or withdrawals over \$200.00.
- 8) Tax Returns for 2008 and 2009 if filing a Chapter 7. Tax Returns for 2006 through 2009 if filing a Chapter 13
- 9) Your mortgages and deeds to all real property including time shares.
- 10) Records of all property transfers within past 2 years and records of all secured transactions within the past 2 ½ years
- 11) A copy of all titles or vehicle registrations in your name.
- 12) Any contracts with secondary lenders holding a non-purchase money security interest.
- 13) All insurance policies
- 14) Any papers regarding lawsuits to which you are or were a party including all judgments.
- 15) Any papers on domestic support obligations and the dissolution judgment and property settlement agreement if divorced within the past 5 years.
- 16) If you expect an increase or decrease in income within the next year please explain.
- 17) If previously filed any Chapter of Bankruptcy, your Bankruptcy Notice, Discharge, and Closing Order

# Client Questionnaire For Non-Business Debtor

## Section 1 Basic Information

### Part A. Name and Address

Name: \_\_\_\_\_  
*Last First Middle*

Telephone Number Home: \_\_\_\_\_ Work: \_\_\_\_\_

Have you used any other names in the past eight years?  No  Yes ***If yes, list other names:***

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver' License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

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

Have you lived at this address for at least 730 days (2 years)?  No  Yes

If you answered no to either of the questions above, please list your previous address:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

If you have a different mailing address, please list:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Part B. Name and Address of Spouse

If you are filing jointly with your spouse, fill in the following information about your spouse:

Name: \_\_\_\_\_  
*Last First Middle*

Has your spouse used any other names in the past eight years?  No  Yes ***If yes, list other names:***

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver' License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: ***(if different from your address):*** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Part C. Prior/Pending Bankruptcy Cases

Has a bankruptcy case been filed by you or against you in the last 8 years?  No  Yes

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

Case Number: \_\_\_\_\_ Date filed: \_\_\_\_\_

Are there currently any bankruptcy cases pending against you, your business, your spouse, or your spouse's business?  No  Yes

If yes, name of debtor: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Case Number: \_\_\_\_\_ Date filed: \_\_\_\_\_ Judge: \_\_\_\_\_

In which district of which state was the case filed? \_\_\_\_\_

### Exhibit "C" to the Voluntary Petition

Do you own or have possession of any property that poses or is alleged to pose a threat of imminent and identifiable harm to public health or safety?  No  Yes (If yes, please attach a list and description of the property.)

### Debtors Who Reside as Tenants of Residential Property

If you rent your home, does a landlord hold a judgment against you?  No  Yes

If yes, please provide the name and address of the landlord:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Section 2 ~~Real~~ Property

### Part A. Real Estate (Schedule A)

List all real estate which you own or are a joint owner of, even if you still owe money on the property.

Address and description of property	Owned by Husband, Wife, Joint or Community	Value	Your % ownership, or \$ amount, if you and spouse are not sole owners	List all mortgages, home equity loans, and liens: What is the \$ value of the loan, lien or mortgage? What is your monthly payment? How many payments are left?	Who issued the lien, loan or mortgage? (Name, Address of Institution)	Office Use Only Exemptions?

## PERSONAL PROPERTY INSTRUCTIONS

Read each section carefully. The questions contained in the property section have been designed to eliminate you forgetting items in your home. When filling out the questionnaire it may be helpful to go through each room of your house listing the items separately. Clothing can be grouped together, the same applies to dishes, pots & pans, silverware, small electrical kitchen appliances, hand tools etc.

If you are unsure as to what the items' market value should be check your local newspaper to see what like items are being sold for, you can also check with merchants who buy and sell the same kind of used merchandise.

Please remember the questions contained in the questionnaire are very important. In order for us to complete your bankruptcy in a timely manner without unnecessary delays it is imperative that you answer all of the questions. If the question does not apply to you (i.e. you do not have or own what the question refers to) please fill in the blank with n/a or none, so that we will know that you have read and acknowledged that question.

### PERSONAL PROPERTY

**IF ANY OF THE ITEMS BELOW ARE SECURITY OR COLLATERAL FOR A DEBT ALSO LIST THE NAME OF THE SECURED CREDITOR, THE TOTAL AMOUNT DUE TO THAT CREDITOR AND THE MARKET VALUE OF EACH ITEM (MARKET VALUE= THE AMOUNT THAT YOU CAN RESELL THE ITEM FOR). ALL ITEMS WHICH ARE LISTED AS SECURITY OR COLLATERAL MUST ALSO BE LISTED AS SUCH IN THE SECURED CREDITOR SECTION OF YOUR BANKRUPTCY PACKET.**

1. Cash on Hand: \$ \_\_\_\_\_
2. Bank Accounts

<u>Type</u>	<u>Account No.</u>	<u>Location of Acct name &amp; address</u>	<u>Persons allowed to use account</u>	<u>Balance</u>
Savings	_____	_____	_____	\$ _____
Checking	_____	_____	_____	\$ _____
Cert. of Deposit	_____	_____	_____	\$ _____
Shares in Credit Union, Shares in Brokerage house, Shares in cooperatives, Shares in a Bank, Shares in homestead associations				
Other Accounts	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____
	_____	_____	_____	

3. Household Goods

\*\*\* PLEASE LIST EACH ITEM IN THE FOLLOWING SECTIONS SEPARATELY \*\*\*\*\* WITH A SEPARATE RESELL VALUE FOR EACH ITEM\*\*\*\*\*

IF YOU CIRCLE YES IN SECURITY/COLLATERAL SECTION ALSO LIST THE SECURED CREDITOR AND TOTAL AMOUNT DUE TO THAT CREDITOR

Furniture: EXAMPLES:(Furniture= Couches, Chairs, beds, dining room table and chairs, dressers, chest of drawers, end tables, coffee tables, etc.)

<u>Furniture:</u>	<u>SECURED</u>	<u>Creditor</u>
<u>ITEM:</u>		
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____

3. Household goods (continued)

Appliances: EXAMPLES: (Appliances= Washer, Dryers, Refrigerators, Stoves, Range, Dishwashers, Heaters, Microwave ovens etc)

<u>ITEM:</u>		
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____
_____	<u>YES OR NO</u>	\$ _____

3. Household Goods (continued)

Misc. Household goods: (EXAMPLES: Typewriters, lamps, silverware, dishes, small electrical appliances, china, knick-knacks, etc)

<u>ITEM:</u>	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>

3. Household Goods (continued)

Audio and Video Equipment: EXAMPLES: (Audio and Video Equipment= Tv sets, Stereos, VCR's, DVD Players, CD players, Speakers, Game Systems, etc.)

<u>ITEM:</u>	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>

4. Computer Equipment:

<u>ITEM:</u>	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>
_____	<u>YES OR NO</u>	<u>\$</u>

5. Specialty Items: (ITEMS LISTED ARE EXAMPLES ONLY, LIST ANY & ALL LIKE ITEMS IN YOUR POSSESSION)

<u>Books</u>	<u>YES OR NO</u>	<u>\$</u>
<u>Pictures</u>	<u>YES OR NO</u>	<u>\$</u>
<u>Record Albums</u>	<u>YES OR NO</u>	<u>\$</u>
<u>Cassette Tapes</u>	<u>YES OR NO</u>	<u>\$</u>
<u>CDs</u>	<u>YES OR NO</u>	<u>\$</u>
<u>DVDs</u>	<u>YES OR NO</u>	<u>\$</u>

<u>Videos</u>	<u>YES OR NO</u>	\$ _____
<u>Art Objects</u>	<u>YES OR NO</u>	\$ _____
<u>Antiques</u>	<u>YES OR NO</u>	\$ _____
<u>Stamp Collection</u>	<u>YES OR NO</u>	\$ _____
<u>Coin Collection</u>	<u>YES OR NO</u>	\$ _____
<u>Collectibles</u>	<u>YES OR NO</u>	\$ _____

6. Wearing Apparel:  
Clothing \$ \_\_\_\_\_

7. Furs and Jewelry:  
 Jewelry: EXAMPLES: (Wedding Bands or Sets, earrings, watches, costume jewelry etc)  
 \_\_\_\_\_ YES OR NO \$ \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \$ \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \$ \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \$ \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \_\_\_\_\_

8. Hobby/Sports Equipment: EXAMPLES: (Hobby/Sports Equipment= Baseball Bats, balls, and or Gloves, rackets, footballs, basketballs, cameras and or camera equipment, guns, rifles, Camcorder, Exercise/Fitness Equipment, Bicycles, Golf Clubs, etc.)  
 ITEM:  
 \_\_\_\_\_ YES OR NO \$ \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \$ \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \$ \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \$ \_\_\_\_\_  
 \_\_\_\_\_ YES OR NO \_\_\_\_\_

9. Interest in insurance policies-specific refund or cancellation value						
10. Annuities						
11. Interests in an education IRA, as defined in 26 USC § 530(b)(1)						
12. Interests in pension or profit sharing plans						
13. Stock and interests in incorporated/unincorporated business						

Type of Property	Yes/ No	Description & Location	Husband, Wife, Joint, Community	Value	Office Use Only Exemptions?
14. Interests in partnerships/joint ventures					
15. Bonds					
16. Accounts receivable					
17. Alimony/family support to which you are entitled					
18. Other liquidated debts owed to you, including tax refunds					
19. Equitable or future interests or life estates					
20. Interests in estate of decedent or life insurance plan or trust					
21. Other contingent/unliquidated claims, including tax refunds, counterclaims					
22. Patents, copyrights, other intellectual property					
23. Licenses, franchises					
24. Customer List or other compilation					

Type of Property	Yes/ No	Description & Location	Husband, Wife, Joint, Community	Value	Office Use Only Exemptions?
25. Automobiles, trucks, trailers, and accessories.					
26. Boats, motors, and accessories					
27. Aircraft and accessories					
28. Office equipment, supplies					
29. Machinery, fixtures etc. for business					
30. Inventory					
31. Animals					
32. Crops-growing or harvested					
33. Farming equipment and implements					
34. Farm supplies, chemicals, feed					

Type of Property	Yes/ No	Description & Location	Husband, Wife, Joint, Community	Value	Office Use Only Exemptions?
35. Other personal property of any kind not listed.					

### Section 4 **Unexpired Leases and Contracts (Schedule G)**

List below any leases or contracts that are still current that you are a party to. Include residential, car and business leases, and service or business contracts.

Nature and Description of Contract	Name and Address of Other Party or Parties	Date that Contract Expires

## Section 5 Current Income

Marital Status:

- Married
- Single
- Divorced
- Separated
- Widowed

Name	Age	Relationship

### Part A. Debtor's Income

1. What is your occupation? \_\_\_\_\_
2. Name and address of your employer:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How long have you been employed there? \_\_\_\_\_
4. What is the gross amount of your paycheck, before taxes/other deductions are taken out? \$ \_\_\_\_\_
5. How often do you get paid?     once a week                        
every two weeks                       twice a month  
 once a month                       other \_\_\_\_\_

*Complete the below questions with your estimate of monthly averages.*

6. Do you receive overtime pay outside of your salary? If so, how much per month? \$ \_\_\_\_\_
7. How much is taken out of each paycheck for taxes and social security? \$ \_\_\_\_\_
8. How much is taken out for insurance? \$ \_\_\_\_\_
9. How much for union dues? \$ \_\_\_\_\_
10. Are there other deductions? If so, what are they and how much? \_\_\_\_\_

Do you receive

- a) income from business operations outside of your regular paycheck listed above? If so, what is the business and how much do you receive per month?
- b) income from real estate property? If so, how much per month?     No     Yes \$ \_\_\_\_\_
- c) interest or dividends? If so, how much per month?     No     Yes \$ \_\_\_\_\_
- d) alimony or family support payments for your use or for the care of your dependents? If so, how much per month?     No     Yes \$ \_\_\_\_\_
- e) social security or other forms of monetary government assistance?     No     Yes \$ \_\_\_\_\_
- f) retirement or pension money?     No     Yes \$ \_\_\_\_\_

Do you have any other sources of income not listed?

Are you or your spouse expecting any increase or decrease in salary next year? If so, explain.

### Part B. Joint Debtor's Income

1. What is your spouse's occupation? \_\_\_\_\_
2. Name and address of your spouse's employer:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How long employed there? \_\_\_\_\_
4. What is the gross amount of your spouse's paycheck, before taxes/other deductions? \$ \_\_\_\_\_
5. How often does your spouse get paid?     once a week                        
every two weeks                       twice a month                       once a month                       other \_\_\_\_\_

*Complete the below questions with your estimate of monthly averages.*

6. Does your spouse receive overtime pay outside of your salary? How much per month? \$ \_\_\_\_\_
7. How much is taken out of each paycheck for taxes and social security? \$ \_\_\_\_\_
8. How much is taken out for insurance? \$ \_\_\_\_\_
9. How much for union dues? \$ \_\_\_\_\_
10. Are there other deductions? If so, what are they and how much? \_\_\_\_\_

Does your spouse receive

- a) income from business operations outside of the regular paycheck listed above? If so, what is the business and how much does your spouse receive per month?
- b) income from real estate property? If so, how much per month?     No     Yes \$ \_\_\_\_\_
- c) interest or dividends? If so, how much per month?     No     Yes \$ \_\_\_\_\_
- d) alimony or family support payments for spouse's use or for care of dependents? If so, how much per month?     No     Yes \$ \_\_\_\_\_
- e) social security or other forms of monetary government assistance?     No     Yes \$ \_\_\_\_\_
- f) retirement or pension money?     No     Yes \$ \_\_\_\_\_

Does your spouse have any other income not listed?

## Section 6 Current Expenses

Do you and your spouse maintain separate households? No Yes. If so, fill one page out for your household and another for your spouse's.

The following questions ask for your expenses each month. If you are unsure of the amount you pay each month, but know the amount for a different period (per week, per day, every 2 months, etc.), write in the amount and the frequency that you pay the amount.

### Indicate how much you pay for each item each month...

1. your rent or your home mortgage \$ \_\_\_\_\_  
Does that amount include real estate taxes? No Yes  
Does it include property insurance? No Yes
  2. electricity and heating \$ \_\_\_\_\_
  3. water and sewage \$ \_\_\_\_\_
  4. telephone service/long distance \$ \_\_\_\_\_
  5. Do you have any other utility bills? If so, what, and how much per month?  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_
  6. home maintenance, including repairs and general upkeep \$ \_\_\_\_\_
  7. food \$ \_\_\_\_\_
  8. clothing \$ \_\_\_\_\_
  9. laundry and dry cleaning \$ \_\_\_\_\_
  10. medical and dental expenses \$ \_\_\_\_\_
  11. transportation (not including car payments) \$ \_\_\_\_\_
  12. entertainment, recreation, newspapers, magazines \$ \_\_\_\_\_
  13. charitable contributions \$ \_\_\_\_\_
  14. insurance not deducted from paycheck  
a) homeowner's or renter's insurance \$ \_\_\_\_\_  
b) life insurance \$ \_\_\_\_\_  
c) health insurance \$ \_\_\_\_\_  
d) auto insurance \$ \_\_\_\_\_  
e) other insurance \_\_\_\_\_ \$ \_\_\_\_\_
  15. taxes not deducted from paycheck \$ \_\_\_\_\_
  16. installment payments for car, furniture, etc. (Specify)  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_
  17. alimony, maintenance, support paid to others \$ \_\_\_\_\_
  18. payments for support of dependents not living at home \$ \_\_\_\_\_
  19. expenses from operation of business \$ \_\_\_\_\_
- Additional Expenses (707(b) Expenses)**
20. mandatory payroll deductions not already listed \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_
  21. court ordered payments not already listed \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

- |   |          |
|---|----------|
|   | \$ _____ |
| 22. education necessary to maintain employment                                    | \$ _____ |
| 23. education for a physically or mentally challenged child                       | \$ _____ |
| 24. childcare   | \$ _____ |
| 25. disability insurance (if not listed on line 14)                               | \$ _____ |
| 26. health savings accounts   | \$ _____ |
| 27. care for elderly, chronically ill, or disabled family members                 | \$ _____ |
| 28. protection from family violence   | \$ _____ |
| 29. education expense for your children under 18                                  | \$ _____ |
| 30. non-mandatory contributions to retirement accounts (including loan repayment) | \$ _____ |
|   | \$ _____ |
|   | \$ _____ |
| 31. other expenses not listed above _____   | \$ _____ |
|   | \$ _____ |
|   | \$ _____ |
|   | \$ _____ |

## Section 7 Statement of Financial Affairs

If you are filing jointly with your spouse, include information about both you and your spouse. If you are filing under chapter 12 or 13, and you are married and not separated, you must provide information about your spouse even if you are not filing jointly.

If you have no information to report for a question, check the "NONE" box.

### 1. Income from employment or operation of business

State your gross income from employment or operation of a business: If you have not received an income from employment during the **two years** immediately preceding this calendar year, check this box:

NONE

Period	\$ Amount	Source	Husband/Wife
January 1 of this year through date of commencement of case			
Last year, (January 1 - December 31)			
The year before last, (January 1 - December 31)			

### 2. Income other than from employment or operation of business

State the amount of income received other than from employment or operation of business during the **two years** immediately preceding the commencement of this case:

NONE

Period	\$ Amount	Source	Husband/Wife
During the last year			
Year before last			

### 3. Payments to creditors

- a. *If your debts are primarily consumer debts*, list all payments on loans, installment purchases of goods or services, and other debts, aggregating more than \$600 to any creditor made within **90 days** immediately preceding the commencement of this case. Indicate with an asterisk (\*) any payments that were made on account of a domestic support obligation, or that were made as part of an alternative repayment plan.

NONE

Name and Address of Creditor	Dates of Payments	Amount paid	Amount still owed

b. If your debts are **not** primarily consumer debts, list each payment or other transfer, aggregating more than \$5,475 to any creditor made within **90 days** immediately preceding the commencement of this case.

NONE

<u>Name and Address of Creditor</u>	<u>Dates of Payments</u>	<u>Amount paid</u>	<u>Amount still owed</u>
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c. *All debtors.* List all payments made within **one year** immediately preceding the commencement of this case to or for the benefit of creditors who are or were "insiders". ("Insiders" include your relatives, your business partners and their relatives, your corporations, or your affiliates.)

NONE

<u>Name and Address of Creditor and Relationship to You</u>	<u>Dates of Payments</u>	<u>Amount Paid</u>	<u>Amount Still Owed</u>
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4. Suits, executions, garnishments and attachments

a. List all suits and administrative proceedings to which you are or were a party within **one year** preceding the filing of this case.

NONE

<u>Caption of Suit and Case Number</u>	<u>Nature of Proceeding</u>	<u>Court or Agency and Location</u>	<u>Status or Disposition</u>
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b. Describe all property that has been garnished, seized, or attached under any legal or equitable process within **one year** immediately preceding the commencement of this case.

NONE

<u>Name and Address of Person/Company for Whom the Property Was Seized (Creditor)</u>	<u>Date of Seizure</u>	<u>Description and Value of Property</u>
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5. Repossessions, foreclosures, and returns

List all property that has been repossessed by a creditor, sold at a foreclosure sale, transferred through a deed in lieu of foreclosure, or returned to the seller, within **one year** immediately preceding the commencement of this case.

NONE

<u>Name and Address of Creditor</u>	<u>Date of Repossession, Foreclosure, Transfer or Return</u>	<u>Description and Value of Property</u>
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6. Assignments and receiverships

a. Describe any assignment of property for the benefit of creditors made within **120 days** immediately preceding the commencement of this case.

NONE

<u>Name and Address of Assignee</u>	<u>Date of Assignment</u>	<u>Terms of Assignment/Settlement</u>
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b. List all property which has been in the hands of a custodian, receiver, or court-appointed official within one year immediately preceding the commencement of this case.

NONE

<u>Name and Address of Custodian</u>	<u>Name and location of Court, Case Title and Number</u>	<u>Date of Order</u>	<u>Description and Value of Property</u>
--	--	--------------------------	--

7. Gifts

List all gifts or charitable contributions made within **one year** immediately preceding the commencement of this case except ordinary and usual gifts to family members aggregating less than \$200 in value per individual family member and charitable contributions aggregating less than \$100 per recipient.

NONE

<u>Name and Address of Recipient</u>	<u>Relationship to You, if Any</u>	<u>Date of Gift</u>	<u>Description and Value of Gift</u>
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8. Losses

List all losses from fire, theft, gambling or other casualty within **one year** immediately preceding the commencement of this case **or since the commencement of this case**.

NONE

<u>Description and Value of Property</u>	<u>Description of Circumstances and Amount Covered by Insurance, if Any</u>	<u>Date of Loss</u>
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9. Payments related to debt counseling or bankruptcy

List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys, for consultation concerning debt consultation, relief under the bankruptcy law or preparation of the petition in bankruptcy within **one year** immediately preceding the commencement of the case.

NONE

<u>Name and Address of Payee</u>	<u>Date of Payment</u>	<u>Name of Person Who Paid, if Not You</u>	<u>Amount of Money/ Description and Value of Property</u>
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10. Other transfers (including sale of your property)

a. List all other property, other than property transferred in your ordinary course of business or financial affairs, transferred either absolutely or as a security within **two years** immediately preceding the commencement of this case.

NONE

<u>Name and Address of Transferee and Relationship to you</u>	<u>Date of Transfer</u>	<u>Description of Property Transferred and Value Received</u>
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b. List all property you transferred within **10 years** immediately preceding the commencement of this case to a self-settled trust, or a similar device of which you are the beneficiary.

NONE

<u>Name of Trust or Similar Device</u>	<u>Date of Transfer</u>	<u>Amount of Money or Description and Value of Property or Interest</u>
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11. Closed financial accounts

List all financial accounts and instruments held in your name or for your benefit which were closed, sold, or otherwise transferred within **one year** immediately preceding the commencement of this case.

NONE

<u>Name and Address of Institution</u>	<u>Type and Number of Account &amp; Final Balance</u>	<u>Amount and Date of Sale or Closing</u>
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12. Safe deposit boxes

List each safe deposit or other box or depository in which you have or have had securities, cash, or other valuables within **one year** immediately preceding commencement of this case.

NONE

<u>Name and Address of Bank or Other Depository</u>	<u>Name and Address of Those With Access to Box or Depository</u>	<u>Description of Contents</u>	<u>Date of Transfer, if Any</u>
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13. Setoffs

List all setoffs made by any creditor, including a bank, against a debt or deposit of yours within **90 days** preceding the commencement of this case.

NONE

<u>Name and Address of Creditor</u>	<u>Date of Setoff</u>	<u>Amount of Setoff</u>
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14. Property held for another person

List all property that you hold or control that is owned by another person.

NONE

<u>Name and Address of Owner</u>	<u>Description and Value of Property</u>	<u>Location of Property</u>
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15. Prior address of debtor

If you have moved within the **three years** immediately preceding the commencement of this case, list all residences during the last three years, excluding your present address.

NONE

<u>Address</u>	<u>Your Name at the Time</u>	<u>Dates of Occupancy</u>
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16. Spouses and Former Spouses

If you reside or resided in a community property state, commonwealth, or territory (including Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, or Wisconsin) within the **eight-year period** immediately preceding the commencement of the case, identify the name of your spouse and of any former spouse who resides or resided with you in the community property state.

NONE

Name \_\_\_\_\_

17. Environmental Information.

For the purpose of this question, the following definitions apply:

"Environmental Law" means any federal, state, or local statute or regulation regulating pollution, contamination, releases of hazardous or toxic substances, wastes or material into the air, land, soil, surface water, groundwater, or other medium, including, but not limited to, statutes or regulations regulating the cleanup of these substances, wastes, or material.

"Site" means any location, facility, or property as defined under any Environmental Law, whether or not presently or formerly owned or operated by the debtor, including, but not limited to, disposal sites.

"Hazardous Material" means anything defined as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term under an Environmental Law

a. List the name and address of every site for which you received notice in writing by a governmental unit that it 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:

NONE

<u>Site Name and Address</u>	<u>Name and Address of Governmental Unit</u>	<u>Date of Notice</u>	<u>Environmental Law</u>
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b. List the name and address of every site for which you 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.

NONE

<u>Site Name and Address</u>	<u>Name and Address of Governmental Unit</u>	<u>Date of Notice</u>	<u>Environmental Law</u>
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c. List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law with respect to which you are or were a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.

NONE

Name and Address of Governmental Unit	Docket Number	Status or Disposition
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18 . Nature, location and name of business

a. If the debtor is an individual, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was an officer, director, partner, or managing executive of a corporation, partnership, sole proprietorship, or was a self-employed professional within the **six years** immediately preceding the commencement of this case, or in which the debtor owned 5 percent or more of the voting or equity securities within the **six years** immediately preceding the commencement of this case.

If the debtor is a partnership, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities, within the **six years** immediately preceding the commencement of this case.

If the debtor is a corporation, list the names, addresses, taxpayer identification numbers, nature of the businesses, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities within the **six years** immediately preceding the commencement of this case.

NONE

Name	Taxpayer I.D. Number(EIN)	Address	Nature of Business	Beginning and End Dates of Operation
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b. Identify any business listed in response to subdivision a., above, that is "single asset real estate" as defined in 11 U.S.C. § 101.

NONE

Name	Address
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**The following questions, #19-25, are only to be answered if you are a corporation or partnership or if you have been, in the six years immediately preceding this case, an officer, director, managing executive, or owner of more than 5% of the voting securities of the corporation; a partner, other than a limited partner, of a partnership; a sole proprietor, or otherwise self-employed.**

19. Books, records, and financial statements

- a. List all bookkeepers and accountants who, within the **two years** immediately preceding the filing of this bankruptcy case, kept or supervised the keeping of books of account and records.

NONE

Name and Address	Dates Services Rendered
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- b. List all firms or individuals who, within the **two years** immediately preceding the filing of this bankruptcy case, have audited the books of account and records, or prepared a financial statement of the debtor.

NONE

Name	Address	Dates Services Rendered
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- c. List all firms or individuals who, at the time of the commencement of this case, were in possession of your books of account and records. If the records are not available, explain.

NONE

Name and Address	Comments
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- d. List all financial institutions, creditors and other parties, including mercantile and trade agencies, to whom a financial statement was issued by the debtor within **two years** immediately preceding the commencement of this case.

NONE

Name and Address	Date Issued
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20. Inventories

- a. List the dates of the last two inventories taken of your property, the name of the person who supervised the taking of each inventory, and the dollar amount and basis of each inventory.

NONE

Date of Inventory	Inventory Supervisor	Dollar Amount of Inventory (specify cost, market, or other basis)
_____	_____	_____

- b. List the name and address of the person possessing the records of each of the two inventories reported in a.) above.

NONE

Date of Inventory	Name and Address of Custodian of Inventory Records
_____	_____

21. Current partners, officers, directors, and shareholders

- a. If your business is a partnership, list the nature and percentage of partnership interest of each member of the partnership.

NONE

Name and Address	Nature of Interest	Percentage of Interest
_____	_____	_____

- b. If your business is a corporation, list all officers and directors of the corporation, and each stockholder who directly or indirectly owns, controls, or holds 5 % or more of the voting securities of the corporation.

NONE

Name and Address	Title	Nature and Percentage of Stock Ownership
_____	_____	_____

22. Former partners, officers, directors and shareholders

- a. If your business is a partnership, list each member who withdrew from the partnership within one year immediately preceding the commencement of this case.

NONE

Name and Address	Date of Withdrawal
_____	_____

- b. If your business is a corporation, list all officers or directors whose relationship with the corporation terminated within **one year** immediately preceding the commencement of this case.

NONE

Name and Address	Title	Date of Termination
_____	_____	_____

23. Withdrawals from a partnership or distributions by a corporation

If your business is a partnership or corporation, list all withdrawals or distributions credited or given to an insider, including compensation in any form, bonuses, loans, stock redemptions, options exercised and any other perquisite during one year immediately preceding the commencement of this case.

NONE

<u>Name and Address of Recipient, and Relationship to You</u>	<u>Date and Purpose of Withdrawal</u>	<u>Amount of Money or Description and Value of Property</u>
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24. Tax Consolidation Group.

If the debtor is a corporation, list the name and federal taxpayer identification number of the parent corporation of any consolidated group for tax purposes of which the debtor has been a member at any time within the **six-year period** immediately preceding the commencement of the case.

NONE

<u>Name of Parent Corporation</u>	<u>Taxpayer Identification Number</u>
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25. Pension Funds.

If the debtor is not an individual, list the name and federal taxpayer identification number of any pension fund to which the debtor, as an employer, has been responsible for contributing at any time within the **six-year period** immediately preceding the commencement of the case.

NONE

<u>Name of Pension Fund</u>	<u>Taxpayer Identification Number</u>
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