

## **CHECKLIST OF REQUIRED DOCUMENTS FOR CHAPTER 7 BANKRUPTCY**

### **IF YOU OWN PROPERTY OR YOUR NAME IS ON ANY PROPERTY YOU NEED TO PROVIDE:**

- \_\_\_\_\_ Copies of all recorded deeds you received when you bought the property
- \_\_\_\_\_ Copies of all recorded mortgages or land contract or purchase agreement
- \_\_\_\_\_ Property tax statement showing taxable value and State Equalized Value (SEV)
- \_\_\_\_\_ Home loan information showing pay off balance and monthly payment
- \_\_\_\_\_ Appraisal if you have had your property appraised
- \_\_\_\_\_ Proof of Insurance- Policy Declaration page- obtain from insurance company
- \_\_\_\_\_ Copies of titles to all mobile or modular homes

### **IF YOU RENT PROPERTY:**

- \_\_\_\_\_ Copy of your lease agreement (if there is one)
- \_\_\_\_\_ Proof of Insurance- Policy Declaration page for renters insurance

### **IF YOU OWN A MOTOR VEHICLE OR YOUR NAME IS ON A MOTOR VEHICLE:**

- \_\_\_\_\_ Copy of Title certificate
- \_\_\_\_\_ Copy of Vehicle purchase agreement or lease agreement
- \_\_\_\_\_ Car loan information showing the pay off balance and monthly payment
- \_\_\_\_\_ Proof of Insurance- Policy Declaration page- obtain from insurance company

### **IF YOU ARE WORKING:**

- \_\_\_\_\_ Pay stubs for the last 6 months of employment, plus the current month- and remember to keep all pay stubs received in the future
- \_\_\_\_\_ Copies of the last 2 years of tax returns

If you do not have your tax returns for the last 2 years you can contact the IRS at 1-800-829-1040 and request Form 4506-T: Request for Transcript of Tax Return.

IF YOU ARE RECEIVING SSD/SSI:

\_\_\_\_\_ Yearly statement from Social Security for the last 2 years.

This can be requested from the Social Security Administration- 1-800-772-1213

\_\_\_\_\_ If you do not file taxes, copy of the last tax return filed unless it is more than 20 years ago.

If you do not have your tax returns you can contact the IRS at 1-800-829-1040 and request Form 4506-T: Request for Transcript of Tax Return.

ALL DEBT INFORMATION:

\_\_\_\_\_ Original bills from all creditors showing creditor name, address, amount due and account number

FINANCIAL INSTITUTION INFORMATION:

\_\_\_\_\_ Bank statements for the last 3 months for all checking, savings or credit union accounts

\_\_\_\_\_ Plan statements for all 401K, IRA or other retirement accounts

\_\_\_\_\_ Closing statement from any accounts closed in the past year

OTHER:

\_\_\_\_\_ Copy of Divorce Judgment(s) if divorced within the last year

Once you have gathered all the above documents, please mail or deliver to:

Pamela R. Tripp  
2295 Sower Boulevard  
Okemos, MI 48864

Please enclose this worksheet with your documents. And if a selection does not apply to you- then write NA (not applicable) in the appropriate spot.

Once we receive the documents, we will review them and if everything is complete as well as the questionnaire we will prepare the papers and schedule a time for you to sign.

If you have any questions, please call us at 517-347-0246.