

Please black out all social security numbers. If we have to do it for you, we will black them out on original documents.

BANKRUPTCY CHECKLIST
Chapter 7 Bankruptcy
Thav Law Office, P.L.L.C.

Please provide **COPIES** of the following documents to our office **before** the filing of your case:

- Copies of your state and federal **tax returns** for the past 2 years (including W-2's). **Black out all social security numbers.**
If you are unable to locate your tax returns, our office can order them for a fee of \$30.00
- Copies of the last **6 Months pay stubs** (or **profit & loss statement** if you are self-employed) and/or **proof of all income** for both filing, non-filing spouse, or any other person contributing to the household income.
You can usually request a payroll history printout from your payroll department if you do not have all of your pay stubs. If you are receiving unemployment from the state, please submit the unemployment statement you receive from the benefit agency.
- Account statements for the **6 months** preceding the date of the bankruptcy filing for all **depository and investment accounts** (including all bank checking and savings statements). **Black out all bank account numbers.**
- If you have owned real estate in the past 6 years, a copy of the **recorded mortgage(s)**, and **recorded deed** from the **register of deeds** in the county where property is located.
I have included the address and phone number for Wayne, Oakland, & Macomb County's Register of Deeds on the second page of this checklist for your convenience. If you do not live in the above counties, your local phone book should list the phone number for the Register of Deeds. We only need the first 4 and the last 4 pages of the recorded mortgage. The recorded deed is only 1 page.
- Current Mortgage statement(s)** showing the balance of the mortgage(s).
- Copy of real estate **tax statements** showing tax assessed fair market value (FMV) or state equalized value (SEV)- Can be obtained for your city's assessor's office.
The tax statement is the piece of paper you receive usually twice a year that states **THIS IS NOT A BILL** on the top. If you do not have that you can request a copy at your city assessor's office.
- Asset Appraisals** (you can find theses at www.kbb.com or www.nada.com)
This is the Kelly Blue Book value for your car.
- Copy of any **land contacts**.
- Copies of all **vehicle titles, vehicle leases, current monthly statement and proof of insurance.**

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If you do not have your vehicle title, you can request one at The Secretary of State. Vehicle leases can be obtained through the dealership where you purchased the car or sometimes through the company you financed through.

- Homeowner's insurance policies.**
- Copies of all Court documents relating to every **lawsuit.**
- If you are currently going through a **divorce**, or are recently divorced within the past 6 years, a copy of all Court documents related to the divorce proceeding and property settlement agreements. **Divorce Decree.**
- Name, address and telephone number** of each holder of a domestic support obligation (child support/alimony)
- Copy of all **life insurance policies.**
- Copies of most recent statements from any **retirement plans**, IRA, pension plan, ERISA, 401(k), 403(b), annuity, etc.
- Copies of all **bonds or stock certificates.**
For stocks, we need paperwork showing the value of the stock.
- Copy of any papers concerning the **sale or transfer of land or other major items** during the last six years.

Register of Deeds

Wayne County:

International Center Building
400 Monroe St.
7th Floor
Detroit, MI 48226

Phone: (313) 224-5854 **Macomb County:** 10 North Main 2nd Floor
Mount Clemens, MI 48043

Phone: 586-469-7953

Oakland County:

1200 N. Telegraph, Building 12 East
Pontiac, Michigan, USA, 48341

Phone: 248-858-0581 or 888-350-0900 Toll-free