

## DOCUMENTS

1. Copy of deeds, mortgages & deeds of trust (the clerk in your county's land records office can help you with this).  
MARKET ANALYSIS OF HOME! Pay off statement(s).
2. Copy of security agreements and financing statements  
(again, for financing statements, the clerk can help you)
3. Copy of last 2 years federal & state tax returns.
4. We do **NOT** need a copy of last years bank statements and canceled checks, BUT the Trustee may want to see them at the meeting of creditors in Salisbury, so bring them.
5. List of ALL property: description, date purchased, cost new, value now.
6. We do NOT need a copy of all automobile, life, and home insurance policies, but the Trustee may want to see them, so bring them to Salisbury.
7. Statement of current cash surrender value for whole life insurance policies.
8. LIST of all creditors: NAME, ADDRESS, ACCOUNT NUMBER, whether disputed by you, secured, subject to litigation, offset, counterclaim, and amount owed.
9. Date you are paid: weekly, monthly, gross, net, and MONTHLY INCOME and EXPENSE BUDGET. Three recent AND representative (typical) pay stubs.
10. Copy of all court papers you have.
11. Copy of auto/truck/trailer/boat/motorcycle/tractor title (bring in the original and we will make and keep the photocopy).
12. Real property TAX BILLS (city/county/state) for ALL real estate that you own, have inherited or have any interest in PLUS a statement of assessor's FULL ASSESSED VALUE.
13. Dealer or auctioneer **written** appraisal of all VEHICLES, BOATS, TRAILERS, CARS, and MOTORCYCLES.

When you retain us, we will give you forms to fill out for this information.