

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

To 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

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