PATRICK & NEALE ASSOCIATES

REQUIRED DOCUMENTS

Client(s) understand that until the following documentation is provided to the attorney, the case cannot and will not be filed and property is not protected. In certain cases, the attorney may file a petition without first receiving all of the following documents; however, client agrees to provide such documents within 10 days of the filing of the petition. Client agrees to hold Attorney harmless if the case is dismissed for failure of client to provide the required documents. **If you are married but your spouse is not filing, you must also provide your spouse's proof of income.**

*Please bring copies (not originals) of all documents.

Received	Documents Provided
	Any and all bank statements for 6 months prior to filing bankruptcy. (Personal and Business) This applies to all financial institution accounts. Must be complete statements and not online summaries. You can provide online statements if they are online bank statements and not summaries and/or transaction history. **You will be required to provide additional bank statements after your case has been filed.*
	Documentation evidencing all sources of income for the 6 months prior to filing bankruptcy (i.e. pay stubs, printout from payroll dept., social security award letter, retirement income statement, pension statements, unemployment award statements, profit & loss statements, etc.). **You will be required to provide additional pay stubs after your case has been filed.*
	Complete federal income tax return for the last 3 years a return was filed including all attachments and schedules. (Personal and Business) **You will be required to provide your next filed tax return, once filed.*
	Written payoff statements, <u>prepared by the creditor,</u> for any and all automobiles, boats or other real or personal property, <u>including homestead property</u>.
	Titles or registrations for all automobiles, boats, trailers, or other personal property that is titled.
	The last two statements for all retirement and non-retirement accounts, including 401(k) plans, IRAs, mutual funds, etc. If the type of account is not evident from reviewing the statement, please provide a copy of the plan documents describing the type of plan involved.
	Deeds to all parcels of real estate owned or in which you have any kind of interest together with closing statements for purchase of the real estate.
	Closing statements and deeds for all real estate sold or transferred within the last two years.
	Any appraisals obtained by you or on your behalf (personal property appraisals, vehicle appraisals, real estate appraisals, etc.).
	Copy of the latest mortgage statement(s) (1st and 2nd mortgage).
	Copy of lease or rental agreement for any real estate in which you are renting from a third party.
	Copies of final judgment or pleading from any and all lawsuits.
	Credit Counseling Certificate of Completion.

Client further understands that the trustee may request additional documentation regarding client's assets and/or income and client understands that he/she/they must comply with the trustee's request to avoid the trustee's filing of a motion to dismiss. These additional documents may include, but are not limited to, additional bank statements.