



BANKRUPTCY QUESTIONNAIRE & REQUIRED DOCUMENTATION

IMPORTANT! Congratulations on taking the first steps towards your fresh start!

To ensure your bankruptcy filing is proper and stress free, *the attached questionnaire must be fully and accurately completed*. Much of the information may not apply to you but please go through every line and ensure that is the case. The information is confidential, so please be thorough and candid. Exact dollar amounts are not required...averages & approximate balances will suffice for this form.

This form is PDF fillable which allows you to “tab” through each question, in order, and easily type your answers. If you prefer to handwrite your answers that is also acceptable. We recommend saving the form to your computer first, then fill it out remembering to save your information as you go. Once completed, you can email it to us, fax it or simply bring it to one of our offices.

In addition to this completed questionnaire and your retainer, below is a comprehensive list of documents typically required of all debtors, if they apply to you. *Your attorney may have already provided you with a shortened list of documents needed; if not, or if you haven't spoken with us yet, this is an all-inclusive list in the even you want to start gathering the necessary information ahead of time.*

A. Income - Last seven (7) months of all **Paystubs** for you & your spouse (even if spouse is not filing), include former jobs if within the last 7 months. **If you are retired and/or disabled, your income will usually be in your bank statements*

**If you are self-employed,* and don't write yourself a paycheck, please provide a Profit & Loss Statement for “each” of the last 7 months. Please do not summarize the entire 7 month period.

**If you're a 1099 employee,* please provide copies of all checks received for the last (7) months. If you don't receive checks, circle all bank statement deposits for the last 7 months.

B. Financial - Copies of **ALL bank statements** (personal, and business if applicable) for the last four (5) months. Last two (2) years **Federal Tax returns** OR transcripts from IRS
Your last quarterly statement for all **liquid assets** (Stocks, Bonds, Bitcoin, IRA, 401ks, Robinhood)

C. Domestic Support & Lawsuits/Judgments

If you are paying Child Support or Alimony, please provide a copy of the Court Order and/or the letter from the State Child Support Services

If you have been sued in the past or are currently being sued/threatened with suit, please provide a copy of all documents and Judgments served upon you or threat letters received so we can stop them!

D. Vehicles/Toys

Copies of Registration for **ALL** vehicles (cars and toys) owned or leased

Proof of Insurance and a recent statement for each car, toy from the lender showing the balance owed

If you are being garnished, we need the contact information for your payroll so we can stop it ASAP!

E. Miscellaneous - If you are being garnished, get the fax and or email for your payroll dept so we can stop it ASAP!

F. Credit Counseling— once we are retained, we will email you a prepaid link to do a nationally required online educational module that takes about an hour, its not pass or fail but it must be done.

G. Creditors – once retained we will pull a tri-merge report and email that to you for you to supplement so don't worry about providing us creditor information just yet; other than the information requested in the attached questionnaire.

SOUTHEAST BANKRUPTCY

CLIENT(S) QUESTIONNAIRE

SECTION 1. PERSONAL INFORMATION *(If married & filing jointly, provide Husband's info first)*

Name: _____ **Date of Birth:** _____
First Middle Last Suffix (Jr.Sr.III) mm/dd/yyyy

Have you ever used any other maiden names, aliases or nicknames? No | Yes

If yes, please list other names used: _____

Social Security #: _____ **Ever use another social security #?** No | Yes

Physical Address: _____

City: _____ **State:** _____ **Zip:** _____ **County:** _____

Have you lived at this address for at least 2 years? Yes | No **If no, please list all prior addresses, and dates you lived at each, for the last 3 years:** _____

Contact Info: Wireless #: (_____) _____ - _____ Home #: (_____) _____ - _____

*Email: _____

****You are REQUIRED TO PROVIDE US WITH A VALID eMAIL ADDRESS THAT YOU CHECK OFTEN. This is how we communicate with you and send you important dates and documents about your case**

Marital Status: Single | Married [Date]: _____ | Separated | Divorced | Widowed

Spouse Name: _____ **Date of Birth:** _____
First Middle Last Suffix (Jr.Sr.III) mm/dd/yyyy

Have you ever used any other maiden names, aliases or nicknames? No | Yes

If yes, please list other names used: _____

Social Security #: _____ **Ever use another social security #?** No | Yes

Address: Same as my spouses above. If different, list here: _____

Spouse Contact Info: Wireless #: (_____) _____ - _____ | Home #: (_____) _____ - _____

Email: _____

Will you and your spouse be filing bankruptcy jointly? N/A | Yes | No | Unsure

Have you or your spouse filed bankruptcy before? No | Yes

If married, do you & your spouse have any JOINT "unsecured" debts such as credit cards, personal loans or taxes? No | Yes | Unsure

Please share how you were referred to us at Southeast Bankruptcy? I received a letter in the mail

I found you online/Google | I was referred by a Friend/former client: _____

I was referred by an Attorney: _____ | Other: _____

SECTION 2. REAL ESTATE

I currently rent my home and I Do | Don't own other real estate, land or timeshare [You may skip to Section 3 below]. I am a homeowner. Please complete the following;

My home is a: Single Family Home | Condo | Duplex/Townhome | Manufactured/Mobile Home and I Do/ Do not own the land too.

Street Address City & Zip Date of Purchase Purchase Price
Name of Mortgage Company/Servicer Monthly Payment Current Payoff Amount Current As-Is Value

Have you lived in this home as your primary residence for the last 40 months? Yes | No

Is there a co-signor on this loan with you? No, just me | Just me and my spouse | Yes, a third party

Office Use Only:

Are you current on this loan? Yes | No, I am approximately \$ behind on my mortgage payments.

Are Taxes/Insurance included in your mo. payment? Yes | No If no, I pay \$ Taxes/mo and \$ Insurance/mo

Do you also pay HOA dues? Yes, I pay \$ a month | No we don't have HOA dues.

Are you current on your HOA dues? Yes | No, I am currently behind approximately \$.

Office Use Only:

How is this property titled? Me alone | Spouse Alone | Me & my spouse | Me and

Do you want to keep this property or surrender it? Keep | Surrender | I am unsure at this point

Are there any other mortgages/lines of credits or liens on this property? No | Yes

Office Use Only:

Other than your home above, do you own or have any interest in any other real estate, investment property, rentals, vacant land, probate estate or timeshares? No | Yes

Office Use Only:

SECTION 3. CARS, TRUCKS, BOATS, MOTORCYCLES, TRAILERS AND RVs

I have no vehicles, boats, motorcycles trailers or RV's registered in my name. You may proceed to Section 4.

Vehicle 1. Year Make Model/Submodel Mileage
Is this vehicle paid for? Yes | No, the financing information is below;
\$ Current Payoff \$ Monthly Payment % Interest Rate / Month / Year Purchased Is this loan current? Yes | No, I'm \$ behind
Who is responsible for this loan? Me only | Spouse Only | Me & my spouse | Me & a third party
Name of Finance Co./Bank/Credit Union
Do you want to keep this property or surrender it? Keep | Surrender | I am unsure at this point

Vehicle 2. Year Make Model/Submodel Mileage
Is this vehicle paid for? Yes | No, the financing information is below;
\$ Current Payoff \$ Monthly Payment % Interest Rate / Month / Year Purchased Is this loan current? Yes | No, I'm \$ behind
Who is responsible for this loan? Me only | Spouse Only | Me & my spouse | Me & a third party
Name of Finance Co./Bank/Credit Union
Do you want to keep this property or surrender it? Keep | Surrender | I am unsure at this point

Other than the two vehicles above do you own or have an interest in any other vehicles, boats, rv's? No | Yes

Office Use Only:

SECTION 4. HOUSEHOLD INCOME & BUDGET

Your Income: I am Employed | Self-Employed | Unemployed | Disabled | Retired

Name of Employer/Your Business: _____

Address: _____

Position: _____ **I get paid:** weekly | every two weeks | twice a month | Monthly | Other

HOW LONG HAVE YOU BEEN AT THIS CURRENT JOB? _____

Your Spouse's Income N/A (even if they are not filing bankruptcy with you, you must still provide:

My spouse is Employed | Self-Employed | Unemployed | Disabled | Retired

Name of Spouse's Employer/Your Business: _____

Address: _____

Position: _____ **Paid:** weekly | every two weeks | twice a month | Monthly | Other

HOW LONG HAVE YOU BEEN AT THIS CURRENT JOB? _____

Please list the source & amount of **all other monthly income received by you or your spouse not discussed** above (i.e. Social Security, SSI, Disability, VA, Retirement, Child Support, Alimony, Rental Income etc.)

Do you expect a significant increase or decrease in Income in the next year? No | Yes

If yes, explain: _____

HOUSEHOLD SIZE - list all dependents with their age & relationship to you (don't list their names.)

Relationship (Son, Daughter, grandson, mom, etc)	Age	Who does dependent live with?
_____	_____	_____
_____	_____	_____
_____	_____	_____

MONTHLY HOUSEHOLD LIVING EXPENSES

Mortgage/Rent Payment	\$	Clothing/laundry/drycleaning	\$
Real Estate Taxes (if not escrowed)	\$	Personal Care	\$
Homeowners Insurance (if not escrowed)	\$	Medical (co-pays & px, not what comes out your check)	\$
HOA Dues	\$	Monthly Car Fuel Expense/Tolls	\$
Second Mortgage Payment/Heloc	\$	Entertainment	\$
Mortgages on Other Real Estate Owned	\$	Charity/Tithing/Church cash	\$
Taxes & Insurance on "other" RE	\$	Life Insurance (out of pocket, not your check deduction)	\$
Electricity Bill/Gas (highest bill you get)	\$	Health Insurance (out of pocket, not check deduction)	\$
Water and Sewer	\$	Car Insurance	\$
Cable and Internet	\$	Other Insurance expense	\$
Cell Phones	\$	Taxes you pay quarterly if self employed	\$
Alarm/Security	\$	Car / Lease Payment #1	\$
Food (cost to feed family on groceries)	\$	Car / Lease Payment #2	\$
Childcare and/or Aftercare	\$	Other Installment Payment (furniture, other)	\$
Tuition for Private School	\$	Child Support/Alimony (out of pocket, not payroll)	\$
Other Expenses	\$	Other Expenses	\$

SECTION 5. OTHER UNSECURED & PRIORITY DEBTS

****IMPORTANT****For Purposes of this questionnaire, please simply estimate and approximate when answering the questions below. Once you decide to file and formally retain us, we will pull a credit report for you to import all of your actual creditors thus saving you work. If you have not already provided us a list of all creditors or bills/invoices, we will then email you a copy of all creditors that pulled up on your credit report so that you can then provide us with any missing creditors/accounts. Please do not include those debts for your real estate and cars listed above.

Please check all that apply:

Credit Cards	Total Owed =>	\$		Hospital/Medical Bills	Total Owed =>	\$
Credit Union Loans	Total Owed =>	\$		Bank Loans (not credit unions)	Total Owed =>	\$
Online Loans	Total Owed =>	\$		Local Payday Loans	Total Owed =>	\$
Local Finance Co's	Total Owed =>	\$		Car Repo Deficiencies	Total Owed =>	\$
Judgments/Lawsuits	Total Owed =>	\$		Bank Overdrafts	Total Owed =>	\$

Office use only: (Security for sba/collateral for finance co/ Cross collateralization/dates of surrender/and ACH accounts)

Have you filed all required tax returns for the last 4 years? Yes | No | No, I am not required to file

Do you owe the IRS or any State money for taxes? No | Yes: \$ _____ for years _____

Office Use Only:

Do you pay Child Support/Alimony? No | Yes: \$ _____/month to: _____

Are you current? Yes | No, I am behind \$ _____ **Is this court ordered?** Yes | No

Office Use Only:

Do you owe any student loans? No | Yes, I owe a total of \$ _____ for student loans.

What is the status of these student loans? Current and making payments | Deferred | Default

Office Use Only:

Do you have any car leases, other leases such as apartment leases/commercial leases or any other contracts that you wish to "Assume" (keep) of "Reject" (get rid of/terminate)?

Description of Car/Contract/Lease (car, membership, apartment, etc) Assume or Reject

Description of Car/Contract/Lease (car, membership, apartment, etc) Assume or Reject

Office Use Only:

Personal Assets (Household Property/Financial and Business Assets)

Type of Property	Do you own this type of property?	Brief Description No need to itemize every item, just describe as bedroom, living room, appliances, etc. *GARAGE SALE/AUCTION/CRAIGSLIST VALUES*	\$\$ Value Second Hand/Garage Sale Values, not what you paid new
Household Goods & Furnishings <i>(Major appliances, furniture,, china, kitchenware, etc.)</i>	No		
	Yes		
Electronics (TVs, stereos, computers, game consoles, tablets, iPods, mobile phones, etc.)	No		\$
	Yes		
Collectibles of value (art, paintings, prints, memorabilia, antiques, stamp/coin/card collections, etc.)	No		
	Yes		\$
Sports, photo, exercise, and other hobby equipment; musical instruments	No		\$
	Yes		
Firearms & ammunition	No		\$
	Yes		
Clothing	No	NO DESCRIPTION NEEDED	
Jewelry (list wedding rings/bands)	Yes		\$
	No		
	Yes		
Livestock/Farm Animals	No		
	Yes		\$

Personal Assets (household, financial and business assets)

Type of Property	Do you own this type of property?	Brief Description No need to itemize every item, just describe as bedroom, living room, appliances, etc. GARAGE SALE/AUCTION/CRAIGSLIST VALUES!!	Value Second Hand/Garage Sale Values, not what you paid new
Cash on Hand	No Yes	NO DESCRIPTION NEEDED	
Checking accounts (list <i>bank & last 4 of account number</i>)	No Yes		\$
Savings accounts (list <i>bank & last 4 of account number</i>)	No Yes		\$
CD's (list <i>bank & last 4 of account #</i>)	No Yes		\$
Other financial account #1 (list <i>name(s) on account, bank name, and account number</i>)	No Yes		\$
Bonds, mutual funds, and publicly traded stocks	No Yes		\$
Interests in businesses, corporations, LLCs, partnerships, and joint ventures (list <i>% of ownership</i>)	No Yes		\$
Retirement, pension, profit-sharing #1 (IRA, 401(k), 403(b), thrift savings account, or other pension/ profit-sharing plan) (list <i>type of plan and where the account is held</i>)	No Yes		\$
Patents, copyrights, Licenses trademarks, franchises & other intellectual property	No Yes		\$
Trusts, life estates, future, and equitable interests in property or assets	No Yes		\$
Security deposits (Landlord or Utility Co.)	No Yes		\$

Personal Assets (household, financial and business assets)

Type of Property	Do you own this type of property?	Brief Description No need to itemize every item, just describe as bedroom, living room, appliances, etc. GARAGE SALE/AUCTION/CRAIGSLIST VALUES!	Value Second Hand/Garage Sale Values, not what you paid new
Tax refunds owed to you (<i>list years</i>)	No Yes		\$
Alimony and child support	No Yes		\$
Other amounts someone owes you (<i>unpaid wages, disability workers comp, unpaid loans made by you, etc.</i>)	No		\$
	Yes		
Cash value of insurance policies (<i>whole or universal life, health, disability, HSA, etc.</i>) (<i>list insurance co. & beneficiary</i>)	No		
	Yes		\$
Are you entitled to inherit from anyone now, or in the near future?	No		\$
	Yes		
Personal injury claims, any right to sue anyone for any reason?	No		
	Yes		\$
Any other financial asset not listed	No		
	Yes		\$
Accounts receivable or commissions earned (<i>list</i>)	No		\$
	Yes		
Office equipment, furnishings, and supplies (<i>list</i>)	No		\$
	Yes		
Machinery, fixtures, equipment, business supplies, and tools of your trade (<i>list</i>)	No		\$
	Yes		
Business inventory (<i>list</i>)	No		\$
	Yes		