

**CLIENT INTAKE FORM-BANKRUPTCY**

**Client 1:** \_\_\_\_\_ (**Debtor**) Previous/Maiden Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Include Zip)

Residence Address: \_\_\_\_\_  
(If Different)

County: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(required)

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Position: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Approx. Gross Income **2017**: \$ \_\_\_\_\_ Approx. Gross Income **2018**: \$ \_\_\_\_\_

**INCOME TO DATE THIS YEAR \$** \_\_\_\_\_

- Prior six months paystubs required by Bankruptcy Court Income Verification Required
  - Consumer Credit Counseling Required Prior to Filing
  - Debt Management Course Required After Filing

**Client 2:** \_\_\_\_\_

(**Spouse**) Previous/Maiden Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Include Zip)

Residence Address: \_\_\_\_\_  
(If Different)

County: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Position: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Approx. Gross Income **2017**: \$ \_\_\_\_\_ Approx. Gross Income **2018**: \$ \_\_\_\_\_

**INCOME TO DATE THIS YEAR \$** \_\_\_\_\_

Marital Status: \_\_\_\_\_ If Divorced, When? \_\_\_\_\_

Children (List Names and Dates of Birth) Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

How many Children live with you? \_\_\_\_\_

Do any other adults live with you? Y\_\_N\_\_ If yes, how many \_\_\_\_\_

Are they employed? Y\_\_N\_\_ If yes, do they contribute to the household? Y\_\_N\_\_  
How much do they contribute? \_\_\_\_\_

Do you own real property (house)? Y\_\_\_ N\_\_\_ If so, address: \_\_\_\_\_

Any liens? Y\_\_\_ N\_\_\_ If so, who holds the lien(s)? \_\_\_\_\_

Have you owned any real property during the last six (6) years? Y\_\_\_ N\_\_\_

Do you own a mobile home? Y\_\_\_N\_\_\_ If so, list year, make, model & approx. mileage: \_\_\_\_\_

Where have you lived during the past two (2) years? (list all addresses)

\_\_\_\_\_

Do you own any vehicles? Y\_\_\_N\_\_\_ If so, list year, make, model & approx. mileage: \_\_\_\_\_  
(include boats, motorcycles, ATV's, 4-wheelers, campers, trailers, etc.)

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Any liens? Y\_\_\_ N\_\_\_ If so, who holds the lien(s)? \_\_\_\_\_

Do you own a snowblower or riding lawn mower? Y\_\_\_ N\_\_\_ If so, list \_\_\_\_\_

Do you have any bank accounts? Y\_\_\_N\_\_\_ If so, list type of accounts (checking/savings) and name of bank(s): \_\_\_\_\_

Do you have a security deposit? Y\_\_\_N\_\_\_ If so, how much? \$\_\_\_\_\_ Who holds it? \_\_\_\_\_

Do you have a lease on an apartment or house? Y\_\_\_N\_\_\_ If so, with whom? \_\_\_\_\_

Do you own any furniture? If so, list & describe: \_\_\_\_\_

Do you own any books or pictures? If so, list \_\_\_\_\_

Do you have any collectible items such as stamps, coins, antiques, hobby/collections, etc. If so, list \_\_\_\_\_

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Do you have any patio furniture, barbeque grill, etc? If so list: \_\_\_\_\_

Do you have life insurance? Y\_\_\_N\_\_\_ If so, with whom, what kind? \_\_\_\_\_ Beneficiary: \_\_\_\_\_

Do you have a wedding ring? Y\_\_\_N\_\_\_ Engagement Ring? Y\_\_\_N\_\_\_

Was engagement ring used in wedding ceremony? Y\_\_\_N\_\_\_

Do you have a watch or any other jewelry?? Y\_\_\_N\_\_\_ If so, please list(use back). \_\_\_\_\_

Do you own any flat screen TVs? Y\_\_\_N\_\_\_ If so, how many & what kind? \_\_\_\_\_

Do you have any pension, retirement, or 401k? Y\_\_\_N\_\_\_ If so, list: \_\_\_\_\_

Do you own any firearms or sports/exercise equipment? Y\_\_\_N\_\_\_ If so, list. \_\_\_\_\_

Do you have any pistols or a pistol permit? Y\_\_\_N\_\_\_ If so, how many & list them \_\_\_\_\_

Do you own a computer? Y\_\_\_N\_\_\_ If so, how many & what kind? \_\_\_\_\_

Do you own a cell phone? Y\_\_\_N\_\_\_ If so, how many & what kind? \_\_\_\_\_

Do you own any other consumer electronics? Y\_\_\_ N\_\_\_ If so, describe \_\_\_\_\_  
\_\_\_\_\_

Do you own any tools beyond simple hand tools? If so, list: \_\_\_\_\_

Did you file your tax return this year? Y\_\_\_N\_\_\_ Do you owe any taxes to a tax authority Y\_\_\_N\_\_\_

Do you owe any income taxes? Y\_\_\_ N\_\_\_ If so, are they less than 3 years old? Y\_\_\_ N\_\_\_ If not, how old? \_\_\_\_\_

Did you get a refund? Y\_\_N\_\_ If so, how much/for what year \_\_\_\_\_

Do you have to file any tax returns? Y\_\_N\_\_ If so, for what years? \_\_\_\_\_

Do you have your last three (3) years tax returns? Y\_\_\_N\_\_\_

Did you have any lawsuits pending against you? Y\_\_\_N\_\_\_ If yes, specify: \_\_\_\_\_

Do you have any Judgments against you? Y\_\_\_N\_\_\_ If yes, describe: \_\_\_\_\_

Do you have any garnishees against your wages? Y\_\_\_N\_\_\_ If yes, specify: \_\_\_\_\_

Has your bank account been seized? Y\_\_\_N\_\_\_ If yes, specify: \_\_\_\_\_

Has anything been repossessed within the last year? Y\_\_\_N\_\_\_ If yes, specify: \_\_\_\_\_

Has your house been foreclosed? Y\_\_\_N\_\_\_ If yes, specify: \_\_\_\_\_

Have you ever been in business for yourself? Y\_\_\_N\_\_\_ If yes, describe: \_\_\_\_\_

Do you use an accountant to prepare your tax returns? Y\_\_\_N\_\_\_ If yes, describe: \_\_\_\_\_

Do you have the records from said business? Y\_\_\_N\_\_\_ If yes, describe: \_\_\_\_\_

Was the business incorporated? Y\_\_\_N\_\_\_

Do you owe any money to relatives? Y\_\_\_N\_\_\_ If yes, describe: \_\_\_\_\_

Have you paid any money to any relatives during the past year? Y\_\_\_ N\_\_\_ How much? \_\_\_\_\_

Have you paid any debt on behalf of a relative during the last year? If so, list: \_\_\_\_\_

Have you loaned any money to any relatives during the last year? Y\_\_\_N\_\_\_ If yes, describe: \_\_\_\_\_

Do you have any sort of contractual business relationship with any relative? Y\_\_\_N\_\_\_ If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

Have you ever filed bankruptcy before? Y\_\_\_N\_\_\_ If so, when/where? \_\_\_\_\_ Chapter 7 \_\_\_ 13 \_\_\_

(Do not assume it was too long ago) Was it Discharged? \_\_\_\_\_

Have you sold, transferred, or given anything away in the last year?

Y\_\_\_N\_\_\_ If yes, specify: (include gifts) \_\_\_\_\_

Have you transferred any property, including real property, to any relative during the last six (6) years? Y\_\_\_N\_\_\_

Have you transferred any real property to anyone during the last six (6) years? Y\_\_\_ N\_\_\_

Have you made any large payments exceeding **\$600.00** to any creditor in the last **90** days (other than for mortgage or car)? Y\_\_\_N\_\_\_ If yes, whom: (include Relatives) \_\_\_\_\_

Have you used any credit cards during the last ninety (**90**) days? Y\_\_\_\_\_ N\_\_\_\_\_ If so, how many & how much on each card? (list on back if necessary) \_\_\_\_\_

Do you have more than **\$25,000** in credit card debt? Y\_\_\_N\_\_\_ If so, please list and explain why: \_\_\_\_\_

Do you owe any Student Loans? Y\_\_\_ N\_\_\_\_\_ If so, to whom & how much? \_\_\_\_\_

Do you have any stock, bonds, or mutual funds? If so, list: \_\_\_\_\_

Do you owe child support or spousal support, or attorney's fees to an ex-spouse? Y\_\_\_N\_\_\_ If so, how much do you pay? \_\_\_\_\_

Do you owe arrears? \_\_\_\_\_

Do you owe any money to an ex-spouse due to a divorce settlement? Y\_\_\_ N\_\_\_\_\_ If so, specify: \_\_\_\_\_

Are you required to pay any debts you had with an ex-spouse due to a divorce settlement? Y\_\_\_N\_\_\_ If so, specify: \_\_\_\_\_

Do you have any claims or lawsuits against anyone? (Personal Injury, Workers' Compensation, etc.) Y\_\_\_N\_\_\_ If so, specify: \_\_\_\_\_

Does anyone owe you money? Y\_\_\_N\_\_\_ If so, for what? \_\_\_\_\_

Have you ever participated in Consumer Credit Counseling or a debt management program? Y\_\_\_N\_\_\_ If so, specify: \_\_\_\_\_ When? \_\_\_\_\_

Did you pay any fees? Y\_\_\_N\_\_\_ If so, how much? \_\_\_\_\_

How did you find Mr. Corletta? Check one:  
\_\_\_ Previous Client      \_\_\_ Referral-Name of person referring: \_\_\_\_\_  
\_\_\_ Telephone Directory Ad    \_\_\_ Internet Ad      \_\_\_ Television Ad

How do you intend to pay? (check all that apply) **Note:** Credit Cards **must** belong to 3<sup>rd</sup> party; **cannot** be client's credit card \_\_\_ Cash \_\_\_ Check \_\_\_ Money Order \_\_\_ Credit Card (Mastercard, Visa, Discover, AMEX)

**This information will be used to establish your file and handle your case, including preparing your Bankruptcy Schedules. Please make sure it is accurate. You could be penalized by the Court for giving inaccurate or incomplete information. Bankruptcy Petitions are sworn under oath. You are responsible for the information contained in them and are subject to verification/audit by the Court or Trustee. Cancellation of any appointments are to be made at least 24 hours in advance, otherwise they are subject to a cancellation fee.**

Signature of Debtor: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Spouse: \_\_\_\_\_ Date \_\_\_\_\_