

Bankruptcy Intake Sheet

Thank you for choosing our firm to assist you in filing for bankruptcy protection. We look forward to helping you get a fresh financial start. This intake is divided into several sections and each section will have separate instructions. If you have any questions at any point, feel free to call or email and we will promptly assist you.

Basic Information Instructions: Please fill out each question to the best of your ability. Please double check spelling and numbers provided as that is what we will file with the court. The question regarding hazardous substances is for serious environmental hazards, not standard cleaning supplies or engine oil, and general pertains only to businesses.

CLIENT INFORMATION	CLIENT ONE	CLIENT TWO or NON FILING SPOUSE
Full Legal Name		
Physical Address		
Mailing Address		
Have you lived in WA State for more than 180 days? Yes/No		
Preferred Phone		
Preferred Email		
Full Social Security #		
Driver's license number, state, expiration		
Have you filed Bankruptcy Before? Yes/No		
Do you have any pending Foreclosure/s? Yes/No		
Do you have any pending or potential lawsuits as Plaintiff or Defendant? Yes/No		
Do you possess any toxic or environmentally damaging materials? Yes/No		
Do you pay or receive alimony, maintenance, or child support? Yes/No		
<p>14. Additional Instructions: please provide the additional information via paystub or account statement</p> <ul style="list-style-type: none"> • For each income source you have, please provide a pay stub, profit and loss statement, or other statement. Please indicate if any income source is via alimony, child support, maintenance, pension, SSI, or SSDI. • Please provide the last two years of tax filings 		

Real Property

Instructions: Please provide a current mortgage statement for each property you own. If foreclosure has begun, please provide any notices that you have received. If you have more than two properties please provide a supplemental sheet for all additional properties. If you are renting a property, we will need a copy of the rental agreement.

Address:		
Estimated Value: (Zillow, Tax Assessed, Appraisal, or Other)		
Estimated Owed: Add all liens and arrearages		
Payment Per Month		
Taxes & Insurance included in Payment?		
Current on Payments? Yes/No:		
Foreclosure Started? Yes/No:		
HOA or COA Dues? Current on Dues?		
Owner or Tenant Occupied?		
Do you want to Keep or Surrender the Property?		
Notes/Anything Else You Feel We Should Know		

Vehicles

Instructions: For each vehicle that you are keeping, please provide a current statement if you have one. If you have more than three vehicles, please provide a supplemental sheet with the necessary information. If you have non-auto, large ticket items such as boats, airplanes, or fifth wheels, please provide the same information as you would for an auto. For smaller vehicles such as ATV's, riding lawnmower, or jet skis, please just provide estimated worth and if anything is owed only. Values should be based on Kelley Blue Book or NADA for most autos. For non-auto vehicles you will likely need to use craigslist, ebay, appraisers or specialty markets, or even internet searches for comparables.

Vehicle Information	Vehicle One	Vehicle Two	Vehicle Three
Make/Model/Year			
Miles/Condition			
Amount Owed			
Market Value (KBB or NADA)			
Year purchased or Refinanced			
Do you want to Keep or Surrender the vehicle?			

Personal Property

Instructions: For financial accounts, please provide a current statement. For high end jewelry (more than \$10k), art, or other high value item please use an appraiser to establish value. For all other assets use Market Value (yard sale or craigslist value, not replacement value). We will go through each value with you so use your best estimate and feel free to ask questions. Many of these questions will not apply, but we are required to screen regardless pursuant to Federal Bankruptcy Law. Due to the number of categories of property, these are labeled for ease of reference in case you have questions.

Difference between Market Value and Replacement Value. Replacement value is what it would cost if you went out and purchased the same item you just lost from the store. Market Value is essentially what the market would pay a non-retailer if they were to sell an item (think craigslist). So for example, imagine you buy a \$3,000.00 couch. Replacement value would be basically another \$3,000.00 couch. Market value would be what you could get for it at a yard sale so probably \$500.00.

Use Market Value or Appraised Value, not Replacement Value.

Type of Property	Value (or yes/no for screening questions)	Special Instructions
1. Cash on hand		This represents any physical cash that you have physical access to (such as in your wallet, hidden under the mattress, etc)
2. Financial Accounts to include checking, savings, paypal accounts, pre-paid debt cards, etc.		It is more convenient and accurate to provide current statements rather than go from memory. Please provide a current statement for each account you are on.
3. Security Deposits with Utilities, Landlords, or Others		Please list the entity holding the deposit and the amount for each deposit you have made
4. Household goods and furnishings		Please use market, not replacement, value. Identify any item that would go for \$500 or more. Please provide any appraisals if you obtained one.
5. Books, pictures, art objects, collectibles		Please use market, not replacement, value. Identify any item that would go for \$500 or more. Please provide any appraisals if you obtained one.
6. Wearing apparel		Please use market, not replacement, value. Identify any item that would go for \$500 or more. Please provide any appraisals if you obtained one.
7. Furs and Jewelry		Please use quick sale, not replacement, value. Identify any item that would go for \$500 or more. Please provide any appraisals if you obtained one.
8. Firearms, Sports Equipment, Photography or other Hobby Equipment		Please use quick sale, not replacement, value. Identify any item that would go for \$500 or more. Please provide any appraisals if you obtained one.
9. Interest in Insurance Policies? Yes/No. If Yes, is there Cash Value?		Provide a statement/account number for any policies. If there is cash value in the policy, please identify the amount if known.

10. Annuities? Yes/No		Please provide a statement for each annuity you have an interest in.
11. Interest in an education IRA or under a qualified state tuition plan? Yes/No		Please provide a statement for each account you have an interest in.
12. Interest in IRA, 401K, Keogh, or other retirement account.		Please provide a statement for each retirement account you have an interest in.
13. Stock and Interests in Business? Yes/No		Please provide a statement for each fund, stock, or interest you have an interest in.
14. Interest in Partnerships or Joint Ventures? Yes/No		Please be prepared to discuss the interest you hold and potential value of that interest with attorney.
15. Government & Corporate Bonds, other negotiable and non-negotiable instruments? Yes/No		Please provide a statement for any bonds or instruments that you hold.
16. Account receivable? Yes/No		If you own a business and have accounts receivable, please produce an accounting that identifies the parties who owe you and the amount.
17. Are you owed alimony, maintenance, support, and property settlements? Yes/No?		Please provide a copy of the property settlement or court order establishing the values of these amounts.
18. Other Liquidated Debts Owing Debtor Including Tax Refund? Yes/No		Please provide an estimate or a statement for each liquidated debt that you may be owed.
19. Equitable or Future Interest, Life Estates, Etc.? Yes/No		Please provide an explanation or documentation of any asset in this category.
20. Contingent and non-contingent interest in estate of a decedent? Yes/No		Please provide an explanation or documentation of any asset in this category.
21. Other Contingent and Unliquidated Claims of Every Nature? Yes/No		Please provide an explanation or documentation of any asset in this category.
22. Patents, Copyrights, and Other Intellectual Property? Yes/No		Please provide an explanation or documentation of any asset in this category.
23. Licenses, Franchises, and other intangibles? Yes/No		Please provide an explanation or documentation of any asset in this category.

24. Custom lists or other compilations containing personally identifiable info? Yes/No		Please provide an explanation or documentation of any asset in this category.
25. Automobiles, trucks, trailers, and other vehicles		We handle this in the vehicle section above, however, this would also include any other vehicle such as a riding mower, jet ski, motorized wheelchair, etc. If applicable and not already disclosed in the vehicle section, disclose here.
26. Boats, motors, and accessories? Yes/No		If applicable and not already disclosed in the vehicle section, disclose here.
27. Aircraft and accessories? Yes/No		If applicable and not already disclosed in the vehicle section, disclose here.
28. Office Equipment, Furnishings, and Supplies? Yes/No		Generally, your household goods cover most things. This category is for larger, professional office equipment items such as a full size copier, industrial sized shredder, etc.
29. Machinery, Fixtures, Equipment and Supplies used in business? Yes/No		Please provide an explanation or documentation of any asset in this category.
30. Inventory? Yes/No		Please provide an explanation or documentation of any asset in this category.
31. Animals		This includes pet. If show quality w papers please identify as such. Otherwise, just list numbers of each kind (such as 3 dogs, 2 cats). While we love pets, the courts really just care about numbers and request non personalized descriptions.
32. Crops- growing or harvested? Yes/No		Please provide an explanation or documentation of any asset in this category.
33. Farming Equipment and Implements? Yes/No		Please provide an explanation or documentation of any asset in this category.
34. Farm Supplies, Chemicals, and Feed? Yes/No		Please provide an explanation or documentation of any asset in this category.
35. Other Personal Property of Any Kind Not Already Listed		This is a catch all category for anything not above. This might include season Seahawks tickets, gift card, or other item worth more than \$500.00 individually.

Non-Dischargeable and Priority Debt Screening

Some debts either may not be dischargeable, difficult to discharge, or require special repayment arrangements. This screening is to alert the attorney to discuss with you each of the type of debts that may fall into this category, how that impacts your case, and strategies to resolve these debts either inside or outside of the bankruptcy.

Type of Debt	Applicability Yes / No / Not sure
Child support, alimony, maintenance, or support (owed to another, not owed to you)	
Criminal Restitution, Criminal or Government Fines, Legal Financial Obligations	
Debts owed to a pension, 401k, retirement loan, thrift savings plan loan	
Personal injury involving DWI/DUI/Alcohol/Drugs	
Property Settlement via divorce	
Student Loan Debt (Federal or Private)	
Tax Debt (State, Federal, or Otherwise)	
Transfers prior to bankruptcy or Debts incurred prior to bankruptcy*	

*This is a complicated category. It is recommended that you mark not sure if there may be any transfers or out of the ordinary courts of business debts that would exceed \$500.00 in the transaction.

Expenses – Please list all monthly expenses

Instructions: For expenses, you may ballpark the expenses as best as you are able. Be sure to consider the entire year when determining a monthly average. For example, electricity bills tend to spike in summer and may be higher than in winter. Accordingly try to look at the highs and lows through the year when calculating a monthly average. Our office will review each of your entries and will request documentation if we feel the court may require proof of any given expense. Generally, food and gas/car maintenance are the most likely to require documentation.

All amounts indicated should be expressed in terms of dollars/month

Expenses related to Children:

Please indicate which of the categories to the right apply and what the monthly estimated cost would be.

- Clothing
- Daycare
- Diapers/Pullups:
- Educational Costs:
- Music/Sports
- Personal Grooming

	<ul style="list-style-type: none"> • School Supplies • Other (specify)
<p>Expenses for other Dependents outside of the home: (this would include grandparents you contribute to, adult children you help, etc)</p>	
<p>Clothing/ Dry cleaning/ Laundry Costs: Generally 75/per person for first two people and then 50/person thereafter will be within IRS guidelines. If your amounts are higher, please provide documentation and explanation of circumstances:</p>	
<p>Primary Residence: Please provide the most recent mortgage statement for your home that would reflect the proper amount due per month upon each mortgage/lien on the property.</p>	<ul style="list-style-type: none"> • Rent Payment (if no mortgage): • Payment on 1st Mortgage: • Payment on 2nd Mortgage: • Taxes/Insurance if not escrowed: • Other mortgages: • HOA/Condo dues/month: • Maintenance/Repair costs:
<p>Other Properties: Please list out total payments + tax/insurance for each additional property. Provide statements for each mortgage to firm. If there are maintenance/repair costs involved, please include as well.</p>	<ul style="list-style-type: none"> • Property 1: • Property 2: • Property 3:
<p>Utilities:</p>	<ul style="list-style-type: none"> • Electricity/gas/heat/natural gas • Water/sewer/garbage • Telephone/Cell Phone • Cable/Satellite • Internet/Fax • Other:
<p>Personal Care/Grooming Products: Generally 25/person will be within IRS guidelines. Locally, most female clients can put as high as \$50/month without</p>	

objection.	
Medical and Dental Expenses: This would include co-pays, out of pocket costs, but NOT monthly insurance premiums.	
Transportation: This includes gas, oil changes, tires, repair, maintenance, bus/train/taxi, but not loan payments or auto insurance payments.	
Entertainment: This does not include cable, phone, internet. This would be other things such as clubs, non work related dining out, movies, vacation, etc. IRS and Trustee standards are tight and usually hold you to around \$100-200/month depending on family size.	
Charitable Contributions: Generally we do not get objections here, but you may be asked to provide evidence if it approaches or exceeds 10% of your income.	
Insurance Payments: Please list out your monthly payments, separately for each category UNLESS it is deducted directly from your paycheck, in which case we enter it for you.	<ul style="list-style-type: none"> • Life Insurance: • Health Insurance: • Vehicle Insurance: • Other Insurance:
Tax Payments: Please list any tax payments not covered on your paystubs	
Installment Payments: This would include vehicles, wedding rings, or any other monthly payment not covered elsewhere in this form. Please provide a brief description and monthly amount. Example: Chevy Malibu, \$300/month or Wedding Rings, \$200/month.	<ul style="list-style-type: none"> • Installment 1: • Installment 2: • Installment 3: • Installment 4:
Payments of Alimony, Maintenance, Support: (If you are paying, NOT if you are receiving)	
Other Common Expenses:	<ul style="list-style-type: none"> • Driver's License • Eyeglasses/contacts • Gym/YMCA fees

	<ul style="list-style-type: none"> • Gun/CPL License • Home office supplies • Hunting or Park License • Legal Fees • Onstar/Lo-jack • Pet Care • Parking, Tolls, Good to Go, Ferry Pass • Professional Education • Registration fees for vehicles/smog • Subscriptions • Tax Return fees • Other
--	--

Questions or Concerns?

If you have any questions regarding this intake form, feel free to call or email. If possible, do your best to complete the entire intake form and save all of your questions to ask during the same call or email to be more efficient..

Don't worry if you do not understand a question or are not certain about a value, this intake is merely to provide a good faith estimate. Prior to filing, we will review this intake and follow up with you in order to prepare an accurate petition to the bankruptcy court. This intake is mostly designed to get the preliminary data and documentation together in order to prepare a first draft of your bankruptcy petition for us to review with you.

Certification

The information I am providing to Washington Debt Law, PLLC with my answers to this intake are a good faith estimate of what I believe to be true and accurate to the best of my knowledge at the time that I filled out this intake and that Washington Debt Law, PLLC will use this information in preparing your petition. If you are filling this out electronically rather than printing and handwriting, please indicate your signature by /s/....example /s/ John M. Smith.

Client Printed Name:	Client Printed Name:
Client Signature:	Client Signature:
Date:	Date: