

BOYLE, BAIN, REBACK & SLAYTON

Attorneys and Counsellors at Law

www.bbrs.net

Forbes R. Reback
Marshall M. Slayton
Timothy I. Kelsey
C. Connor Crook
Jonathan S. Woodruff

420 Park Street, Charlottesville, VA 22902
Phone (434) 977-6155 Fax (434) 977-3298

139 W. Davis St., #200, Culpeper, VA 22701
Phone (540) 827-4023 Fax (540) 825-4496

Edward H. Bain, Jr.
Of Counsel

Robert P. Boyle
(1930-1992)

Jack N. Kegley
Retired

CHAPTER 13 - BANKRUPTCY DOCUMENTS NEEDED BEFORE FILING

(X=Attached; N/A = Not Applicable)

In order to complete your bankruptcy filing, I need the copies of the following documents:

1. _____ The current vehicle insurance declaration page (showing the vehicles covered, the term, and the premium paid).
2. _____ All loan documents for car loans.
3. _____ Federal and state tax return for the past two years.
4. _____ You and your spouse's pay stubs for the past six months (beginning _____) until we file, and all documents showing any other income you received in the same time period.
5. _____ The Certificate of Completion of your credit counseling course.
6. _____ The certificate that you have watched the "Chapter 13 Instructions to Debtors" video and received a written copy of the Chapter 13 Instructions to Debtors.
7. _____ All notices, collection letters and statements from a creditor/collection company received within the past year.
8. _____ Your current real estate (i.e., land) and personal property (i.e., car) tax statements showing the value of your real estate and vehicles.
9. _____ Statement(s) showing of cash value of any life insurance policies you own.
10. _____ Summary plan description or other documentation for any retirement plan or 401(k), 401(a), 403(b) or IRA that you have.
11. _____ Summary plan description or other documentation for any educational IRAs and/or qualified state tuition plans.
12. _____ Child Support Order/Agreement currently in force that includes the amount of each payment that you make/receive and any amount past due.
13. _____ All written lease agreements and/or service contracts (e.g. painting contract, cell phone contract, employment contract) that are in your name.
14. _____ Financial reports (six months) of any business not publicly traded in which you own an interest.
15. _____ Letter/Report from a realtor valuing your home (i.e., Brokers Price Opinion) if stripping off lien.