

CLIENT INFORMATION

INDIVIDUALS

Date: _____

NAME: _____

SPOUSE: _____

ADDRESS: _____

Home Phone: _____

HUSBAND: Social Security No.: _____ Age: _____

Work Phone: _____ Work Fax: _____

Pager: _____ Cellular Phone: _____

Home email: _____ Work email: _____

WIFE: Social Security No.: _____ Age: _____

Work Phone: _____ Work Fax: _____

Pager: _____ Cellular Phone: _____

Home email: _____ Work email: _____

Has your name changed in the last six years by reason of marriage or divorce? If yes, list all names you have used in the last six years:

If yes, in what city, state and which year? _____

Have you filed bankruptcy before? _____

If yes, in what city, state and which year? _____

List the names of all businesses including trade names, assumed names and dba's for any business for which you have been an owner, officer, director or manager for the prior ten years.

Who referred you to this office? _____

BUSINESS ORGANIZATIONS

Business Name: _____

Assumed names/dba's names: _____

Registered Business Address: _____

Main Business Address: _____

State of Organization: _____

Federal Tax Identification No. _____

State Tax Identification No. _____

Owner(s): _____

Attach a list of name and residential address for all parties who have a 5% or greater ownership stake in the organization.

REFERRAL INFORMATION

Who referred you to this office? _____

BUSINESS BANKRUPTCY:

If your case involves a business bankruptcy, please bring the following documents:

1. Balance sheet and profit and loss/income statement for current physical/calendar year and last two (2) annual physical/calendar year;
2. Copies of the last two (2) tax returns filed by the business, including any K-1's sent to shareholders/partners/members;
3. Copies of any financial statements given to any bank, lender or judgment/creditor in the last three (3) years;
4. Copies of any asset depositions taken by any creditor against the business;
5. Copies of the depreciation schedule for all depreciable assets. If you do not know what this is, call the accountant or other tax preparer who prepares your tax returns. They will have a copy of this schedule;
6. Copies of the insurance policy on which your motor vehicles, machinery, plant and any real estate are insured;
7. Copies of any appraisals obtained for any real estate, machinery, equipment or other property owned by the business;
8. A complete list of all patents, trademarks, tradenames or other intellectual property owned or in which the business has an interest. This includes any licenses where the business is the licensor or licensee of any intellectual property;
9. Copies of any phase 1, phase 2 or other environmental reports performed on any real property owned by the business;
10. Copies of any orders, violations or other regulatory enforcement action taken against the business for violation of any pollution, air quality, water quality, health, safety or sanitation in the last three (3) years;
11. A list of every creditor whose claims against the business have been guaranteed by any third party, including any owner, parent of any owner or other party responsible for payment of any obligations to a creditor other than the business. Any notices from the Internal Revenue Service and/or Minnesota Department of Revenue concerning delinquent taxes and/or assessing interest or penalties.

PROPERTY

A. REAL PROPERTY

Street Address: _____

County: _____

Legal Description: _____

ATTACH A COPY OF YOUR DEED, CONTRACT FOR DEED OR MORTGAGE

Is this occupied by you as your homestead? YES/NO (circle one)

Owned by Husband/Wife/Joint: _____

Name & Address of Mortgage Co./ _____

Contract for Deed Holder _____

Account No. _____

(list here and on list of creditors) _____

Balance of Contract for Deed or \$ _____

Mortgage (If you have a second mortgage or home equity line, list the balance for each mortgage or home equity line.)

Fair Market Value \$ _____

(If you have refinanced or taken out a home equity line and an appraisal was done, list the amount of the most recent appraisal and indicate year of appraisal).

Have you received a Notice
of Mortgage Foreclosure or
Cancellation of Contract
for Deed _____(yes/no)

Name and address of attorney
for mortgage company or contract
for deed holder _____

ATTACH COPY OF MOST RECENT PROPERTY TAX STATEMENT

If you own real estate in addition to your home, provide same information for each parcel.

B. PERSONAL PROPERTY

1. Cash on hand: \$ _____

2. Bank Accounts:

<u>Bank Name</u>	<u>Owner</u> H/W/JT	<u>Bank Address</u>	<u>Acct. No.</u>	<u>Type</u>	<u>Balance</u>
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____

3. Security Deposits:

<u>Name & Address</u>	<u>Type</u>
_____	_____
_____	_____

For categories 4 to 8, if anything you own is worth over \$500.00, describe it on a separate sheet. (Current value, what someone would pay for it, not what you paid for it.)

4. Household goods \$ _____

5. Books, pictures, art objects, artwork, statues, antiques, stamps, coins, records, tapes, compact discs, or other collections or collectibles \$ _____

6. Wearing apparel \$ _____

Musical instruments \$ _____

7. Furs & jewelry \$ _____

8. Guns - \$ _____
(list by type and value)

Sports & hobby equipment \$ _____
(Describe)

9. Interest in insurance policies:

<u>Company Name</u>	<u>Owner</u> H,W,Jt.	<u>Policy No.</u>	<u>Cash Value</u>	<u>Loan Balance</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____

10. Annuities:

<u>Company Name</u>	<u>Owner</u> H,W,Jt.	<u>Policy No.</u>	<u>Cash Value</u>	<u>Loan Balance</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____

11. Pensions/IRA's/401(k)'s/ESOP:

<u>Type</u>	<u>Owner</u> H,W,Jt.	<u>Id. No.</u>	<u>Value</u>	<u>Loan Balance</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____

12. Stocks/Bonds: - list company and number of shares on separate sheet or attach brokerage statement. If you have a brokerage account(s), attach copy of most recent statement(s).

13. Partnerships: - list \$ _____

14. Government bonds – list \$ _____

15. Accounts receivable \$ _____

16. Alimony, maintenance,
Support, property settlements \$ _____

17. Debts (money) owed to you
(include tax refunds) \$ _____

Accrued, but unpaid salary and
wages \$ _____

Tax refunds \$ _____

Are your tax returns current?
If not, list last year you filed _____

18. Future interests:
(include life estates) \$ _____

19. Interest in an estate, life insurance
policy, trust, inheritance or
death benefit plan \$ _____

Describe interest:

20. Claims/Counterclaims \$ _____
(do you think anyone owes you
anything at all? Describe)

21. Patents, copyrights \$ _____

22. Licenses/franchises \$ _____

23. Cars/trucks/motorcycles – list individually – if truck or SUV, include capacity, bed length, regular or extended cab – 2 WD or 4 WD

<u>Year</u>	<u>Owner</u> H,W,Jt.	<u>Make</u>	<u>Model</u>	<u>\$ Value</u>	<u>Loan</u> <u>Bal.</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

24. Boat(s) – list make, model, length, year; motor-make, HP, year; trailer make and year)

Boat:

<u>Make</u>	<u>Model</u>	<u>Length (ft)</u>	<u>Year</u>	<u>Owner (H,W,Jt.)</u>
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Motor:

<u>Make</u>	<u>Year</u>	<u>Horsepower</u>	<u>Owner (H,W,Jt.)</u>
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Trailer:

<u>Make</u>	<u>Model</u>	<u>Length (ft)</u>	<u>Owner (H,W,Jt.)</u>
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25. Aircraft \$ _____

26. Office equipment \$ _____

27. Machinery, equipment & Supplies used in business \$ _____

28. Inventory \$ _____

29. Animals \$ _____

30. Crops \$ _____

31. Farm equipment \$ _____

32. Farm supplies, chemicals And feed \$ _____

33. Any other property (list) \$ _____

FINANCIAL AFFAIRS

1. What was your income:

	<u>Husband</u>	<u>Wife</u>
a. This year to date:	\$ _____	\$ _____
b. Last year	\$ _____	\$ _____
c. 2 years ago	\$ _____	\$ _____

2. Did you have any other sources of income?

	<u>This year</u>	<u>Last year</u>	<u>2 years ago</u>
Interest	_____	_____	_____
Rent	_____	_____	_____
Alimony (maintenance)	_____	_____	_____
Child support	_____	_____	_____
Other (describe)	_____	_____	_____

3. a. Have you paid any one creditor more than \$600.00 in the last 90 days? If yes, list the date, check number and amount of each payment to any creditor whose payments have totaled over \$600.00. If you use a computer software check ledger, print out payments for the last 90 days by payee.

<u>Creditor's Name</u>	<u>Check No.</u>	<u>Amount</u>	<u>Date Paid</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. Have you repaid any loans to a relative or family member in the last year? If yes, list the date, check number and amounts of all payments in the last 12 months.

<u>Name</u>	<u>Check No.</u>	<u>Amount</u>	<u>Date Paid</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. a. Are you involved in any lawsuits? _____ (yes/no)

If yes, bring copies of the papers for each lawsuit with you.

b. Has any creditor garnished a paycheck or bank account, levied or seized any of your assets? Has any of this happened to you in the last two years? If yes, describe:

5. Has anything you own been repossessed or foreclosed in the last year or are any repossessions or foreclosures pending? If yes, describe:

6. Have you given any gifts to any family member over \$100.00 in value in the last 12 months? If yes, describe:

Did you repay, transfer, gift, or sell anything in the last 6 years to relative or close friend?

7. Have you had any losses from fire, theft, flood or gambling in the last 12 months? If yes, have any of your losses been covered by insurance? If yes, describe:

8. Have you consulted any other lawyers in the last 12 months about filing bankruptcy? _____

If yes, please provide the name and address of each attorney and how much you have paid them in the last 12 months.

9. Have you sold, transferred or given anything away in the last 12 months? _____ Have you used anything that you own as collateral or security for any loan or debt in the last 12 months? _____.

If yes, on a separate sheet list what you have sold, the date each item was sold, buyer's name and how much you received for each item. If you have had garage sale(s), just list garage sale and approximately how much you received. If you used anything as collateral, describe the property and its value used for collateral, the name and address of the lender and the date and amount of the loan.

10. Have you closed any bank accounts in the last year? _____ If yes, list the name of the bank, bank account and balance at the time the account was closed.

11. Do you have a safety deposit box? If yes, what is the name of the bank, branch address and what is in the safe deposit box.

12. Have you given or left any property with a relative or close friend with the expectation that it will be given back to you once the bankruptcy is completed? _____

If yes, provide complete details about the property involved, the name, address, phone number and relation of the person involved.

13. List all property owned by another person that you hold or is in your possession.

<u>Name/Address of Owner</u>	<u>Description & Value of Prop</u>	<u>Location of Property</u>
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14. If you have moved in the last two years, list all prior addresses and the dates you lived at each location.

<u>Prior Address</u>	<u>Move in date</u>	<u>Move out date</u>
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15. If you owe any money to the Internal Revenue Service and/or the State of Minnesota or any other state for income, sales, withholding or unemployment taxes, bring copies with you of all tax notices and tax returns you have received concerning these matters.

16. If you have resided in a community property state, commonwealth or territory (including Alaska, Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington or Wisconsin) within the prior six (6) year period, identify the name of your spouse or former spouse who resided with you when you were living in the community property state listed above.

ENVIRONMENTAL ISSUES: “Environmental Law” means any federal, state or local statute or regulation regulating pollution, contamination, releases of hazardous or toxic substances,, waste or materials into the air, land, soil, surface water, ground water, or other medium, including, but not limited to, statutes or regulations regulating the clean up of these substances, wastes or materials.

“Site” means any location, facility or property as defined under any Environmental Law, whether or not presently or formerly owned or operated by you, including, but not limited to, disposal sites.

“Hazardous Material” means anything defined as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminate or similar term under an Environmental Law.

List the name and address of every site for which you have received a notice in writing by a governmental unit that you may be liable or potentially liable under or in violation of an Environmental Law. Indicate the governmental unit, the date of the notice, and if known, the Environmental Law:

<u>Site Name & Address</u>	<u>Name & Address of Governmental Unit</u>	<u>Date of Notice</u>	<u>Environmental Law</u>
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List the name and address of every site for which you provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.

<u>Site Name & Address</u>	<u>Name & Address of Governmental Unit</u>	<u>Date of Notice</u>	<u>Environmental Law</u>
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List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law with respect to which you are or were a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.

<u>Name & Address of Governmental Unit</u>	<u>Docket Number</u>	<u>Status or Disposition</u>
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17. Have you taken cash advances on any one credit card of \$1,000.00 or more in the last 120 days? _____ If yes, list the date and amount of all cash advances and what you used each case advance for.

18. Have you made purchases on any one credit card totaling \$1,000.00 or more in the last 120 days? _____ If yes, list the date, amount of purchase and items purchased for each purchase in the last 120 days.

COMPLETE THE FOLLOWING IF YOU ARE A BUSINESS OR OWN A BUSINESS

19. If you are an individual, list the names and addresses of all businesses in which you were an officer, director, partner or managing executive of a corporation, partnership, sole proprietorship or self-employed professional within the prior six years or in which you own 5% or more of the voting or equity securities in the preceding six (6) years.

20. If you are a partnership, list the names and addresses of all the businesses in which the partnership was a partner or owned 5% or more of the voting securities within the last six (6) years.

21. If you are a corporation, list the names and addresses of all businesses in which you were a partner or owned 5% or more of the voting securities within the prior six (6) years.

<u>Name</u>	<u>Taxpayer Id. No.</u>	<u>Address</u>	<u>Nature of Business</u>	<u>Beginning & Ending Dates</u>

22. If any of the businesses above solely consisted of owning or operating real estate, list the name of the entity and the location of the real estate.

23. List all bookkeepers and accountants who within the six years immediately preceding the filing of this bankruptcy case kept or supervised the keeping of accounts and records of the debtor.

Name & Address

Dates of Services Rendered

24. List all firms or individuals who within the two years immediately preceding the filing of this bankruptcy case have audited the books of accounts and records, or prepared a financial statement of the debtor.

Name & Address

Dates of Service

25. List all firms or individuals who at the time of the commencement of this case were in possession of the books of account and records of the debtor. If any of the books of account and records are not available, explain.

Name & Address

26. List all financial institutions, creditors and other parties, including mercantile and trade agencies, to whom a financial statement was issued within the two years immediately preceding the commencement of this case by the debtor.

Name & Address

Date(s) Issued

27. List the dates of the last two inventories taken of your property, the name of the person who supervised the taking of each inventory, and the dollar amount and basis of each inventory.

Date of Inventory

Inventory Supervisor

Dollar Amount Inventory
(Specify cost, market
Or other basis)

28. List the name and address of the person having possession of the records of each of the two inventory reported in #23 above.

Date of Inventory

Name & Addresses of Custodian of inventory records

29. If the debtor is a partnership, list the nature and percentage of partnership interest of each member of the partnership.

Name & Address

Nature of Interest

% of Interest

30. If the debtor is a corporation, list all officers and directors of the corporation, and each stockholder who directly or indirectly owns, controls, or holds 5% or more of the voting securities of the corporation.

Name & Address

Title

Nature & % of stock ownership

31. If the debtor is a partnership, list each member who withdrew from the partnership within one year immediately preceding the commencement of this case.

Name & Address

Date of Withdrawal

32. If the debtor is a corporation, list all officers, and directors whose relationship with the corporation terminated within one year immediately preceding the commencement of this case.

Name & Address

Title

Date of Termination

33. If the debtor is a partnership or a corporation, list all withdrawals or distributions creditor or given to an insider, including compensation in any form, bonuses, loans, stock redemptions, options exercised and any other perquisite during one year immediately preceding the commencement of this case.

Name & Address of Recipient,
Relationship to Debtor

Date & Purpose
of Withdrawal

Amount of Money or
or Description and
Value of Property

If you are a corporation, list the name and federal taxpayer identification number of the parent corporation of any consolidated group for tax purposes for which you have been a member at any time within the prior six (6) years.

Name of Parent Corporation

Taxpayer Identification No.

If you are not an individual, list the name and federal taxpayer identification number of any pension fund to which you, as an employer, has been responsible for contributing at anytime within the prior six (6) year period.

Name of Pension Fund

Taxpayer Identification No.

INDIVIDUALS

General Information:

Bring the following with you to your meeting:

- a. All pay stubs for the last two months.
- b. Copy of the two most recent state and federal tax returns which you filed.
- c. Complete the creditor information sheets. You can bring your bills, but the creditors **MUST** be listed on the enclosed sheets. If you have additional creditors, please list the same information on additional sheets.
- d. Complete the attached budget form.

BUSINESS ORGANIZATIONS

Bring with you the following:

Copies of the two most recent federal and state tax returns which you have filed or if you have not filed corporate tax returns for either period, attach copies of your year-end financial statements including balance sheets and profit and loss statement.

A copy of your most recent financial statement, including balance sheet and profit and loss statement.

Complete the creditor information sheets. You can bring your bills, but the creditors **MUST** be listed on the enclosed sheets. If you have additional creditors, please list the same information on additional sheets.

WARNING

You should not be making any charges on your credit cards at this time that you cannot pay for in full. You have scheduled an appointment with an attorney to evaluate your rights under the bankruptcy law. A court would very likely consider any charges made after this time and not paid for to be a debt incurred beyond your known ability to pay or a debt incurred for which you had no intention to pay.

You must include all creditors - you cannot omit a creditor and deal with them separately. You will be asked - UNDER OATH - if you have listed ALL your creditors. If you have made any payments to a relative or friend in the last 6 years, all payments must be disclosed to our office.