



MICHIGAN BANKRUPTCY HEADQUARTERS*

LIBERTATING PEOPLE FROM FINANCIAL DISTRESS

Phone: (248) 666-6004

Fax: (248) 212-0304



DOCUMENT CHECKLIST

- Pre-Petition Credit Counseling class (**MUST BE COMPLETED BEFORE FILING PETITION**)
- All Bank Account Statements - Personal/Business checking and savings (last 3 months)
- Debt Information – last 3 months of any bills or receipts for expenses
- Life Insurance Policies (including statements of value on whole life policies)
- Lawsuits or Judgments, Levies & Garnishments
- Mortgage(s) -- (recorded documents)
- Mortgage Account Statement- showing amount of payment and remaining balance.
- Tax Statement (SEV - State Equalized Value)- Shows previous and current year state assessed value of your home. (Usually in upper right corner it states - "THIS IS NOT A TAX BILL")
- Warranty Deed - need recorded documents to all pieces of real property (real estate)
- Homeowners Insurance (face sheet of policy)
- Pay Stubs - Last six (6) months
- Profit/loss statement (if self-employed)
- Social Security/Pension/Unemployment Payments – Last six 6 months
- Rental/Lease Agreement(s) – cars, homes, boats, etc.
- Retirement Fund Information – IRS, 401(k), 403(b), etc.
- Tuition plan documents for yourself or children of any kind.
- Tax Returns – Last two years (both Federal & State) with all schedules and attachments (w-2s)
- Utility Bills – gas, water, electric, etc.
- Vehicle Titles- all vehicles including boats, trailers, motorcycles, motor homes, etc.
- Vehicle Proof of Insurance - all vehicles
- Cemetery Plot(s) Information
- Documents showing any purchases of cash advances on credit accounts over the last 3 months that total over \$700.00 in a month
- Documents showing any amounts paid to relatives and/or friends over the last year
- Judgment of Divorce and additional Court orders relating to Child Support or Domestic Support Obligations