

CLIENT INTAKE FORM

Date: _____ Home Phone _____ Work Phone/Alt. #: _____

NAME: _____ Social Security #: _____
 First MI Last

SPOUSE: _____ Social Security #: _____
 First MI Last

MAIDEN NAME OF WIFE _____

HOME ADDRESS: _____
 CITY & ZIP: _____

WHAT COUNTY (SAGINAW, GRATIOT, MIDLAND, ETC?) _____ HOW LONG HAVE YOU LIVED IN THE COUNTY? _____

SCHEDULE A

- Do you own a home? YES NO IF Yes, approx how much is your home worth? \$ _____
 Name of Mortgage Company: _____
 Approx. how much do you owe? \$ _____
 Monthly Payment _____ \$ _____
 YES NO Are taxes/insurance included?
YES NO Are you current on the payment?
 YES NO Is there more than one mortgage on home?
 Name of Company _____
 YES NO Balance \$ _____ Monthly amount \$ _____ Current?
 YES NO Is it a Mobile/Modular Home?
- YES NO Other than your home, do you own any other land (vacant property/camp/cabin)?
- YES NO Are you listed on anyone else's property?

SCHEDULE B

- EVEN IF YOU OWE NOTHING ON IT...** List all vehicles/trailers/motorcycles etc. in your name

Creditor you pay	Year/Make	Value	Balance	Payment Amt.

- When a bankruptcy is filed, we must tell the United States Trustee's Office how much your personal assets are worth. These questions are designed to help us answer that....however, nothing will be sold or taken from you!!!
 - What would you say your home furnishings, decorations, pots/pans, etc would be worth if we were to sell them all at a **yard sale**? _____
 - In your opinion, what is the **re-sale value** of all of your clothing, shoes, boots, hats, etc.? _____
 - Do you own any collectables or antiques? _____

- What would your jewelry bring at a pawn shop? _____
- Where are your current bank accounts? _____ Balance \$ _____
- YES NO Do you own any firearms or any other hobby equipment?
- YES NO Do you have a life insurance policy with a cash value? (“whole life” - investment type policy) Cash value \$ _____
- _____
- Any investments, stocks, bonds, 401K or **Pension/RETIREMENT plans**? _____ Amt \$ _____
- YES NO Does anyone owe you money (IRS refund, back child support, friend you loaned money to, etc.)?
- YES NO Do you own any boats, campers, snowmobiles, ATV’s, jet ski’s, or trailers?
Year/Make _____ Re-sale value \$ _____
- YES NO Any Office Equipment/Machinery/inventory for a business?
Type of Equipment _____ Re-Sale Value _____

SCHEDULE E

- YES NO Have you filed taxes every year?
- YES NO Do you owe money to the IRS or any other branch of the government? Who/amount=

SCHEDULE G

- YES NO Do you have any un-expired leases or contracts?
- YES NO Any Land Contracts?

SCHEDULE H

- YES NO Are there any co-signer’s on any of your debt?
- YES NO Are you a co-signer on anyone else’s debt?

SCHEDULE I

Your Job Title: _____ **Pay rate:** _____ **Net pay** (weekly/bi-wk) _____
Name of Employer: _____ **Length time worked there** _____
Address Employer: _____

Spouse Job Title _____ **Pay rate:** _____ **Net pay** (weekly/bi-wk) _____
Name Spouse Employer _____ **Length time worked there** _____
Address Employer _____

What other source of income, besides wages, do you have (Social Security, Child Support, etc) and what is the monthly amount?
 Type? _____ Amt? _____
 Type? _____ Amt? _____

YES NO Do you have any minor children and/or dependents?
 If yes, please list: sex of child (i.e. male/female) and age

SOFA

INCOME FOR LAST 2 YEARS (NOTE: Husband/Wife income separated.) Husband

Wife

Amount of income 2008?

Amount of income 2009?

Amount year to date?

YES NO Are you currently being sued or has anyone sued you in the last year? If yes, who/where/result?

YES NO Have you had any property repossessed in the last year? What/What/By Whom?

YES NO Have you closed a checking or savings account in the past year? If yes, Name bank/Date closed/type of account/balance at time closed:_____

YES NO Have you spent more than \$1,000 on any one credit card in the last sixty days total?

YES NO Have you ever filed Bankruptcy before? When/Where?_____

YES NO Could you sue anyone for any reason? Who/why?_____

YES NO Have you sold any property or transferred any titles out of your name in the last year?

YES NO Have you been involved in the ownership of a corporation/business in the last six years?
If Yes: Name _____ EIN _____

Type Business _____ Date Started _____ Date Ended _____

Who Kept the Books? _____ Any Inventory? _____

YES NO Do you have any student loans? Name Company _____ Amt\$ _____

(NOTE: They are not dischargeable in bankruptcy)

YES NO Do you typically get a refund from your annual Tax Returns when you file each year?
How much was your Tax refund in 2008? \$ _____ ; 2009 \$ _____