

74 Market Street  
Mt. Clemens, MI 48043  
Ph. (586) 954-0100  
Fax (586) 469-8912

413 Clinton Avenue  
Saint Clair, MI 48079  
Ph. (810) 329-3500  
Fax (810) 329-5200



3630 West Road  
Trenton, MI 48183  
Ph. (734) 676-7700

776 South Lapeer Road  
Oxford, MI 48371  
Ph. (248) 628-4500

## DOCUMENTS NEEDED TO PREPARE YOUR PETITION AND SCHEDULES

The following documents must be given to the office in order to begin preparation on the bankruptcy documents. Please provide copies or scan and email documents if at all possible, so that you will not need to have them returned to you.

1. Completed Questionnaire (Available also under "DOWNLOAD LEGAL FORMS" on our website: [bowserandassociates.com](http://bowserandassociates.com)) It can either be completed on-line or handwritten.

Be as complete as possible but not all of it will apply to you. Note your questions on the pages to ask when you drop off the information.

All personal property value(s) should be considered **RESALE** value(s) not replacement value(s).

List on the Questionnaire any debts for which you do not have a Statement.

All debts listed must include a **contact address** and a **date incurred** (the year you acquired the card, whether you have borrowed any money on that account within the last 6 months, if so, indicate the month and approximate amount borrowed).

2. **Recorded** Deed(s) & Mortgage(s)

Available from the Registrar of Deeds Office of the County where the property is located.

Timeshare(s) are included.

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### 3. Property Value(s)

**Copies of your most recent property tax statement(s) for all property owned.**

Current Market Value(s) for all property owned (may use market analysis or appraisal, or research actual sales of homes that are comparable).

### 4. Mortgage Statements

Statements for each Mortgage must include the account number, monthly payment amount, and payoff amount.

### 5. Bank Statements

Last 3 months of Bank Statements for all accounts in your name; including accounts for your parents or your children that your name is on.

### 6. Life Insurance Statement(s)

Recent statements for any life insurance policies: Whole &/or Term.

Whole Life statements must state cash surrender or loan value(s).

### 7. Retirement Account Statement(s)

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Recent statements for any retirement accounts whatsoever: 401(k),  
IRA, annuities, mutual funds, pension(s), etc...

#### 8. Titles

Titles to any vehicles, boats, trailers, mobile homes, etc. that have  
loans on them.

Blue book value(s) for each.

#### 9. Loan Statement(s)

Statement(s) for any vehicles, boats trailers, mobile homes etc. that  
have liens or leases.

#### 10. Contracts

Copies of any current Leases, Contracts or Rental Agreements.

#### 11. Record of all income for the last 6 months

Pay stubs or Profit & Loss statements if you are self employed.

#### 12. Federal Tax Returns

Federal Tax Returns for the last 2 years; Personal and Business (if  
applicable).

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### 13.Lawsuits

Copies of any Legal Complaints, Judgments, Garnishments,  
foreclosure notices, collection letters, letters from attorneys, etc.

### 14.Divorce

If divorced, a copy of your Divorce Judgment.