DOCUMENT REQUEST CHECKLIST

Requested	**N/A**	
☐	☐	1. **DEED** - A copy of the **recorded** deed(s). You can obtain this at your county or city Circuit Court Clerk's Office. The cost is typically 50 cents per page. The court will not take personal checks.
☐	☐	2. **DEED OF TRUST** - A copy of all **recorded** deeds of trust (which have not been paid off). You can obtain this at your county or city Circuit Court Clerk's Office.
☐	☐	3. **PRIOR HOMESTEAD DEED -** If you have filed a chapter 7 bankruptcy previously, a copy of any filed Homestead Deed. You generally will not have this in your records. You can obtain this at the county or city Circuit Court Clerk's Office where you were living at the time your previous case was filed.
☐	☐	4. **MORTGAGE STATEMENTS** – Please provide a copy of your most recent mortgage statement including principal balance and monthly payment.
☐	☐	5. **PERSONAL PROPERTY TAX STATEMENT -** (*This is a tax statement for your vehicles*)You should receive this in the mail from your county/city's treasurer's office once or twice a year, depending on how your county/city's billing cycle is done. We will need your **most recent** tax assessment.
☐	☐	6. **REAL ESTATE TAX ASSESSMENT -** (This is a tax statement on your home, land, or any other real estate) you should receive this in the mail from your county/city's treasurer's office once or twice a year, depending on how your county/city's billing cycle is done. Even if your taxes are paid through your mortgage, you should still receive an assessment. We will need your **most recent** tax assessment.
☐	☐	7. **BILLS -** RECENT (within the past 60 days) statements/bills from the creditors showing the payoff/current balance, the account numbers and address of the creditor for **EVERY** debt; (house, autos, credit cards, medical, etc.) ***NOT including current utilities*** (electricity, phone, water, trash, etc.) ***BILLS MUST BE OUT OF THEIR ENVELOPES AND LAID OUT FLAT.***
☐	☐	8. **STATE ISSUED IDENTIFICATION & SOCIAL SECURITY CARD -** A copy of your driver's license and social security cards. If you cannot find your social security card, you will need to start the process of obtaining one from the Social Security Administration, which is located on Pantops Mtn. at 1470 Pantops Mountain Place, Suite 2, Charlottesville, VA. 22911. ***You MUST have a valid social security card when you go to court or the trustee will not hear your case.***
☐	☐	9. **VEHICLE TITLES/TRANSCRIPTS -** A copy of the certificate of the title OR a DMV Transcript of Vehicle Record for each motor vehicle, mobile home or trailers you own. This includes **all** motor vehicle, mobile home or trailers you may also own with someone else.
☐	☐	10. **TWO MOST RECENT FEDERAL & STATE TAX RETURNS - SIGNED federal and state income tax return** filed for the **two most recent tax years**, **including** all W-2s, 1099s & 1098s; currently 2017 and 2018.
☐	☐	11. **LIFE INSURANCE POLICIES -** Statements as to the ***current cash surrender value*** of all universal and/or whole life insurance policies owned by you, and/or evidence that life insurance policies are term policies.

Requested	N/A	
☐	☐	12. **PROOF OF ALL FORMS OF INCOME** - Covering the **last six months**. (pay stubs, operating statements, pension, social security, food stamps, etc.)
☐	☐	13. **BANK TRANSACTIONS** - (**Chapter 7 ONLY**) SET UP ONLINE BANKING. These MUST be printed the **day** you file, **DO NOT BRING WITH YOUR PAPERWORK**.
☐	☐	14. **VOIDED CHECK OR CHECKING ACCOUNT & ROUNTING NUMBERS** – (**Chapter 13 ONLY**) You will need to provide us with a voided check OR your **checking** account number & bank **routing** number, a savings will **not** be sufficient.
☐	☐	15. **PROOF OF AUTOMATIC MORTGAGE PAYMENTS** - (Chapter 13 ONLY) You will need to set up automatic mortgage payments through your bank, using the bill-pay feature. Please provide a printed statement reflecting that the bill-pay has been set up prior to filing.
☐	☐	16. **PROOF OF CHILD SUPPORT/ALIMONY** - The name and current address for anyone to whom the debtor is required, by an order of any court, to **pay OR receive** any domestic support obligation.
☐	☐	17. **PROPERTY TRANSFERS** - If property (real estate, autos, boats, trailers, livestock, etc.) has been transferred within 2 years prior to filing of the petition, a copy of all of the closing documents or bill of sales (i.e. HUD-1, CD, deed and statement of values at the time of transfer).
☐	☐	18. **RETIREMENT ACCOUNT STATEMENT** – **Current** Summary Plan Description for Retirement/401K plan(s), 403B, VRS, etc.
☐	☐	19. **WARRANTS IN DEBT/FORECLOSURE LETTERS** - A copy of any complaint or claim of any creditor seeking money.(i.e. any warrants in debts, garnishments, bill of complaints, foreclosure letters, etc.)
☐	☐	20. **LEASE AGREEMENTS** - Any and all lease agreements of any nature. (Apartment, car, home furnishings, storage units, etc.)
☐	☐	21. **AUTOMOBILE DECLARATIONS PAGE** - Copy of **current** insurance declarations page for your automobile insurance. This must show the coverage provided and the premium you pay.
☐	☐	22. **HEALTH INSURANCE DECLARATIONS PAGE** - Copy of **current** insurance declarations page for your health insurance. This must show the coverage provided and the premium you pay. If coverage is provided by your employer, you will not need this.
☐	☐	23. **CLIENT PACKET** – Please fill out the **ENTIRE** client packet that was provided to you at your consultation and bring it in when you drop off your paperwork.

We will not be able to process your documents until this has been turned in and filled out in its entirety. No exceptions.

I understand that the above marked items must be completed or returned to the MILLER LAW GROUP, P.C. within the next 90 days to be filed in the manner in which I was advised.