

## **MANDATORY CHECKLIST FOR DOCUMENTS**

You must provide **ONE COPY** of each of the following:

### **A. INCOME:**

1. \_\_\_\_\_ 4 (four) years Federal Tax Returns or transcripts from the IRS.
2. \_\_\_\_\_ 6 (six) months Payroll Stubs for each employed person including a non-filing spouse or other source of income during the last six months, (including without limitation commissions, bonuses, unemployment benefits, child or spousal support, social security, interest or dividends, pension or retirement benefits, lease or rental income, etc.)
3. \_\_\_\_\_ Any document that shows someone else in the home contributing to income.
4. \_\_\_\_\_ Any documents that reflect deductions from your income for retirement contributions, loans, insurance, wage garnishments or involuntary and/or voluntary deductions from your paycheck during the last six months.

### **B. HOME: (Including Mobile Homes)**

5. \_\_\_\_\_ Copy of Deeds of Property owned in the last two years.
6. \_\_\_\_\_ Current mortgage statement.
7. \_\_\_\_\_ The last Property Tax bill.
8. \_\_\_\_\_ Utility bills for past six months.
9. \_\_\_\_\_ Registration for Mobile Homes.

### **C. VEHICLES: (Cars, boats, quads, motorcycles, motor homes etc.)**

10. \_\_\_\_\_ Registrations for each vehicle.
11. \_\_\_\_\_ Last statement for each vehicle payment.

### **D. FINANCIAL:**

12. \_\_\_\_\_ Last 4 (four) months statements for each credit card.
13. \_\_\_\_\_ 6 (six) months bank statements for each financial account.
14. \_\_\_\_\_ A copy of your most recent credit report. ([www.annualcreditreport.com](http://www.annualcreditreport.com))
15. \_\_\_\_\_ Your last statement for any IRA, 401K or medical savings plan.

**E. INSURANCE:**

Declarations page for the following insurances:

- 16. \_\_\_\_\_ Auto (All Vehicles)
- 17. \_\_\_\_\_ Articles
- 18. \_\_\_\_\_ Health
- 19. \_\_\_\_\_ Homeowners (property)/Earthquake or Renter's
- 20. \_\_\_\_\_ Mobile Home
- 21. \_\_\_\_\_ Motor Home
- 22. \_\_\_\_\_ Anything else that is insured.

**F. DISSOLUTIONS:**

- 23. \_\_\_\_\_ Orders of Support or letter from family law attorney as to potential.
- 24. \_\_\_\_\_ Dissolution Agreements or Stipulations
- 25. \_\_\_\_\_ 6 (Six) months evidence of payment of Domestic Support Obligations.

**G. ID:**

- 26. \_\_\_\_\_ Driver's License, Cal. ID, or Passport (Must be current and valid)
- 27. \_\_\_\_\_ Social Security Card.

**H. MISC.:**

- 28. \_\_\_\_\_ Any document evidencing a Secured Transaction for the last 910 days (About 2.5 years) (Secured Transaction is any loan secured by property of any kind.)
- 29. \_\_\_\_\_ Face page of pleading or summons from any lawsuit ongoing or filed by or against you or your spouse in the last two years and the face page of any lawsuit that is ongoing no matter how old it is.
- 30. \_\_\_\_\_ If you have your own business, a complete listing of all your monthly expenses, including a year to date or recent monthly Profit & Loss Statement.
- 31. \_\_\_\_\_ Papers from any bankruptcy you filed in the last eight years.

32. \_\_\_\_\_ Papers regarding any real property you own or have owned for the past ten years, including deeds, information regarding refinancing within the last three years, current billing statements, and transfer of ownership interests.
33. \_\_\_\_\_ Papers regarding any foreclosures, repossessions, garnishments or attachments during the past year.
34. \_\_\_\_\_ Papers regarding any other personal property you own (such as stock value statements, cash value life insurance policy documents, timeshare unit documents, etc.)
35. \_\_\_\_\_ If you have ever been convicted of a felony, documents stating the type of conviction.
36. \_\_\_\_\_ If you did or may receive any distribution from an estate or trust, documents regarding it.
37. \_\_\_\_\_ Education IRA, Education Savings Account or tuition program documentation.
38. \_\_\_\_\_ Statements, bills, notices, letters or other documents received in the last 90 days regarding all your debts—credit cards, medical bills, personal loans, car loans, furniture loans, jewelry loans, lawsuits, etc.
39. \_\_\_\_\_ Contracts and leases for all motor vehicle purchases or leases during the past four years, and for furniture and jewelry during the past two years.
40. \_\_\_\_\_ Papers regarding any leases or timeshares, and any eviction proceedings.
41. \_\_\_\_\_ Papers regarding any potential inheritance.
42. \_\_\_\_\_ A list of all your addresses within the past three years.