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MANDATORY DOCUMENTS TO BE PROVIDED TO OUR OFFICE

**PLEASE EMAIL, FAX, MAIL, OR DROP OFF ONE COPY OF THE FOLLOWING DOCUMENTS.
PLEASE DO NOT GIVE US YOUR ORIGINAL DOCUMENTS.**

1. ***RECORDED DEEDS TO YOUR HOUSE AND ALL OTHER REAL ESTATE**, including burial plots and time shares.
2. ***RECORDED MORTGAGES AND ANY LIENS FILED AGAINST YOUR HOUSE / REAL ESTATE.**

Both your recorded deeds, mortgages, and liens must contain the **book number, page number, and a recording stamp. Most people do not have copies of their recorded deeds, mortgages, and liens. In that case, go to your County Court house and ask for one copy of the deed, mortgages, and liens on your house, or you can call and ask them to fax it directly to us. If you live in Jefferson County, Kentucky, you can obtain these documents online at <http://search.jeffersondeeds.com/>*
3. **TITLES OR LEASE CONTRACTS (NOT REGISTRATION PAPERS) TO ALL VEHICLES, MOBILE HOMES, TRAILERS, OR BOATS THAT ARE IN YOUR NAME.**
4. **STATE AND FEDERAL TAX RETURNS - ALL PAGES OF BOTH - FOR LAST TWO YEARS, INCLUDING ALL W2 FORMS, AND BUSINESS TAXES IF APPLICABLE.** Please note that any anticipated tax refund not yet received for the upcoming year may be subject to surrender to your trustee. In addition, if you are behind in your tax filing, the Court will require you to file all returns prior to filing your case.
5. **PREVIOUS 6 MONTHS OF PAYSTUBS OR A PAYROLL HISTORY** proving the last six months of income from all sources. If self employed, a SIX MONTH profit and loss statement and balance sheet for your business. **If married, we need a pay history for both spouses even if your spouse is not filing.**
6. **6 MONTHS OF BANK STATEMENTS FROM ANY BUSINESS AND/OR PERSONAL BANK ACCOUNT THAT YOU HAVE HAD OPEN IN THE PAST 6 MONTHS** (including ALL pages of each statement, even if these accounts have since been closed).
7. **LIFE INSURANCE CONTRACTS AND 401K, IRA, OTHER RETIREMENT STATEMENTS.**
8. **DIVORCE DECREES AND/OR SETTLEMENT AGREEMENTS FROM PRIOR MARRIAGES WHERE FINANCIAL OBLIGATIONS ARE STILL OUTSTANDING.**
9. **COPY OF SOCIAL SECURITY CARD AND DRIVERS LICENSE.**
10. **COPY OF HOMEOWNER'S INSURANCE POLICY(S) AND CAR INSURANCE POLICY(S) SHOWING AGENT'S NAME AND CREDITOR AS LOSS PAYEE WITH A \$500.00 DEDUCTIBLE**
11. **COPY OF ANY LAWSUITS.**
12. **CREDIT COUNSELING CERTIFICATE.**

Revised 9.21.16