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Date: _____

Direct All Correspondence to
the Saratoga Springs Office

Pre-Consultation Data Sheet

The following data sheet should be completed and signed by you, and provided to the attorney at your initial consultation, in order for us to provide proper and timely service to you. If you will be filing jointly with a spouse, please indicate all information regarding your spouse as well. Please answer all questions. If the question does not pertain to you, please indicate None.

Name: _____

Address: _____

County Of Residence: _____

Phone Numbers: Home: _____ Work: _____ Cell: _____

Social Security Number: _____ Social Security Number: _____

Marital Status: _____

How did you hear about our office? _____

List **all** persons who reside with you with names, ages and relationship to you. If they have income, provide pay stubs for 7 months.

List Prior Addresses for Last 2 ½ years: _____

If you have previously filed a Bankruptcy, what year did you file?

Section #1 – Property You Own:

1. Do you own a Home / Mobile Home: Yes / No. If Yes, please answer A, B, C, D, & E below. If No, proceed to question #2. How Long have you owned it? _____

A. Is there a Mortgage? Yes / No. If Yes, Indicate bank name and approximate balance. Please bring statement showing current balance.

Is there a Second Mortgage / Home Equity Loan? If Yes, Indicate bank name and approximate balance. Please bring statement showing current balance.

B. Is there a co-signer on any mortgage? Yes / No. If yes, provide name and debtor.

D. Are you current with your payments? Yes / No. If No, please indicate the total amount of arrears, as well as the mortgage rate of interest.

E. Have you been notified in any way or served with foreclosure documents from your mortgage company or regarding a tax foreclosure? Yes / No. If Yes, please provide documents at your consultation.

F. What is the current Appraised / Assessed value of your property? Please provide appraisal (if you have one) or current tax bill for each parcel.

G. How is the property owned? Single / Husband / Wife / Joint? Please provide us with the deed.

H. Do you own any other Buildings or Land? Or Time Share? (If your name is on deed, you are an owner.)

I. Have you offered your property for sale in the last year?

2. Identify all cars, trucks and motor vehicles owned by you, including the year, make, model, mileage and **all options** for each vehicle.

Vehicle:

Date of Purchase:

A. Identify the loan due on each vehicle. Bank name, date of loan, payment address, account number and approximate balance. Please bring copy of loan documents.

B. Is there a co-signer on the loan? Yes / No. If yes, provide name and address.

C. Are you Current with your automobile payments? Yes / No. Is there a possibility of repossession? _____

3. If you own an ATV / Motor Cycle / Boat / Jet Ski / Snowmobile / Camper, etc. Please provide year, make, model and all options for each one **and** provide loan information if you owe on these vehicles. Please provide copy of loan documents.

4. Do you have Checking Accounts / Savings Accounts / Stocks / Bonds / Pension / Profit Sharing / Mutual Funds/? If Yes, please indicate. Provide bank statements for the last 2 months.

5. Do you own any other items worth more than \$500.00? (ie. Mechanics Tools, Hobby Collections, etc.)

6. Do you participate in an Educational Individual Retirement Account, State Tuition Programs, Medical Savings Plan. If yes, please provide a copy of statements.

7. Do you have any Child Support or Alimony Obligations? If yes, please provide statement of status, payment history and Court Order for obligation.

Section #2 – Debts You Owe:

8. Credit cards / Medical Bills / Property Taxes / Unpaid Utility Bills / personal loans/ IRS and other taxes. Provide a recent bill with address of each creditor or prepare a list of all of your creditors. Please provide all information regarding any and all Judgments you may have against you. This information can be obtained at your County Clerk's Office.

A. Please provide us with an estimate of your total debt in the spaces indicated below.

Estimated total Child Support/
Alimony Arrearage: _____
Estimated total Student Loans: _____
Estimated total Credit Card Debt: _____
Estimated total Personal Loans: _____
Estimated total medical bills: _____
Estimated total Tax Debt: _____
Other debt: _____

B. Please list any personal loans and/or debts you have co-signed for.

Section #3 - Other important information:

9. Do you have any leases? (examples are apartment leases, vehicle leases, or land contracts) Yes / No. If Yes, please describe.

10. Please provide your current Employment information, including your occupation, as well as your employer's name, address, and length of employment.

11. What amount are you paid weekly or bi-weekly? (Gross and Net) **Please also provide pay stubs or Payment history for the last 7 months.**

12. Please indicate all other sources of income in your household in the past 6 months. For example, income from operation of a business, rent paid to you, withdrawals from a retirement account, dividends from stocks, unemployment, disability, Alimony / Child Support, Social Security or other Government Assistance (including food stamps, HEAP, etc.), Pension / Other – please describe. Please attach documentation for all sources of income. Provide records for the last 7 months.

13. Please provide a list of your monthly household and personal expenses as best you can on a separate sheet of paper.

14. Please list your total annual household income. Provide 2 years of federal tax returns. If you have not filed income tax returns, please indicate.

15. List all payments to creditors in excess of \$600 within the last 120-days.

16. List credit cards charges, cash advances, balance transfers, which total more than \$500.00 on any one credit card, in the last 90 days, and list any loan taken out in the last 90 days.

17. Have you made any payments to family members within the past two years? If Yes, please provide information, which should include the family member's name and address, as well as the amount paid and reasons for payment.

18. Have you sued any one or have you been sued by anyone within the past year? If Yes, please provide copies of court papers that you have had served or that have been served on you.

19. Do you have any claims for personal injury? _____

20. Have you made any gifts over \$200.00 within the past year? If Yes, please indicate the name, address of recipient and relationship to you. Please indicate the value and the description.

21. Have you sold or transferred any land or buildings in the past 6-years?

22. Has your name been on any other deed in the past 6-years?

23. Have you participated in a Debt Repayment Program within the last year, please provide a copy.

24. Are you expecting any inheritance? _____

25. Do you own a business? Or have you had one in the last 2 ½ years? If Yes, please provide business name, location of business, nature of business, tax ID number.

26. Do you expect to receive a tax refund? Yes/ No. If Yes, how much do you plan to receive? **Please note: Tax refunds may be forfeited in a bankruptcy. If you received or expect tax refunds, please discuss the risks with us.**

27. Provide copy of life insurance statements or contracts.

Thank you for taking the time to complete this form. We will be able to have a much more informative meeting with you.

Stephen T. Rodriguez, Esq.
James E. D. Doern, Esq.

Your Signature(s): _____