

DOCUMENT CHECKLIST AND MYCASEINFO.COM INSTRUCTIONS

Return to our office and complete mycaseinfo.com with your final payment:

1. IDENTITY:
A. COPY OF VALID DRIVER'S LICENSE
B. COPY OF SOCIAL SECURITY CARD
2. SPOUSAL WAIVER: Married but filing individually
3. REAL ESTATE:
A. CURRENT LOAN BALANCE STATEMENT(S): (provide the most recent mortgage statement)
B. VALUATION: (www.zillow.com)
C. INSURANCE DECLARATION PAGE (unless you have an impound account)
D. HOMEOWNERS ASSOCIATION BILLING STATEMENT INFO
E. CHAPTER 13 LIEN STRIP --RECORDED DEED OF TRUST and GRANT DEED (obtain at County Recorder's)
4. CARS, BOATS, MOTORCYCLES & OTHER VEHICLES:
A. VEHICLE VALUATION: www.kbb.com : Private Party, or www.nadaguides.com for cars > 20 yrs old
B. CURRENT REGISTRATION (Purchase contract too if purchased less than 4 months ago)
C. CURRENT LOAN BALANCE STATEMENT (Lease: "Buyout" stmt)
5. FINANCIAL ACCOUNT INFORMATION
A. LATEST STATEMENT (Checking, Savings, Trust, etc.)
B. RETIREMENT ACCOUNT STATEMENTS (IRA, 401K, TSP, Pension, PERS, FERS, etc.)
C. WHOLE LIFE INSURANCE: (Declaration Page of cash surrender value)
6. PROOF OF INCOME: LAST 7 MONTHS
A. PAYSTUBS (Both Husband and Wife)
B. MONTHLY PROFIT & LOSS STATEMENTS (P&L)
C. BENEFITS (Social Sec., VA, Retirement, Disability, Work Comp, Unemployment, Etc.)
D. SUPPORT: Child Support and Spousal Support
E. BUSINESSES (C Corp, S Corp, LLC, LLP, Etc): Balance Sheet and past 7 Months Draws
F. MISC: (side jobs, trust income, royalties, settlement income, etc...)
G. OTHER:
7. TAX RETURNS:
A. Last 2 Years Federal Returns (state too if chapter 13)
8. DIVORCE: Divorce Decree and Marital Settlement Agreement (MSA)
9. OTHER:
A.
B.
10. ONLINE QUESTIONNAIRE: Read and sign instructions on back before mycaseinfo.com.

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