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### **CHECKLIST OF REQUIRED DOCUMENTS FOR BANKRUPTCY**

IF YOU OWN PROPERTY OR YOUR NAME IS ON ANY PROPERTY YOU NEED TO PROVIDE:

- \_\_\_\_\_ Copies of all recorded deeds you received when you bought the property
- \_\_\_\_\_ Copies of all recorded mortgages or land contract or purchase agreement
- \_\_\_\_\_ Property tax statement showing taxable value and State Equalized Value (SEV)
- \_\_\_\_\_ Home loan information showing pay off balance and monthly payment
- \_\_\_\_\_ Appraisal if you have had your property appraised
- \_\_\_\_\_ Proof of Insurance- Policy Declaration page- obtain from insurance company
- \_\_\_\_\_ Copies of titles to all mobile or modular homes

IF YOU RENT PROPERTY:

- \_\_\_\_\_ Copy of your lease agreement (if there is one)
- \_\_\_\_\_ Proof of Insurance- Policy Declaration page for renters insurance

IF YOU OWN A MOTOR VEHICLE OR YOUR NAME IS ON A MOTOR VEHICLE:

- \_\_\_\_\_ Copy of Title certificate
- \_\_\_\_\_ Copy of Vehicle purchase agreement or lease agreement
- \_\_\_\_\_ Car loan information showing the pay off balance and monthly payment
- \_\_\_\_\_ Proof of Insurance- Policy Declaration page- obtain from insurance company
- \_\_\_\_\_ Printout of Kelley Blue Book value of automobile(s)

IF YOU ARE WORKING:

- \_\_\_\_\_ Pay stubs for the last 6 months of employment, plus the current month and remember to keep all pay stubs received in the future
- \_\_\_\_\_ Copies of the last 3 years of federal and state income tax returns. If you do not have your tax returns for the last 3 years you can contact the IRS and the State.

IF YOU ARE RECEIVING SSD/SSI:

- \_\_\_\_\_ Yearly statement from Social Security for the last 2 years.  
This can be requested from the Social Security Administration
- \_\_\_\_\_ If you do not file taxes, copy of the last tax return filed unless it is more than 20 years ago.  
If you do not have your tax returns you can contact the IRS.

ALL DEBT INFORMATION:

- \_\_\_\_\_ Original bills from all creditors showing creditor name, address, amount due and account number (within the past 60 days). Include letters from creditors.

FINANCIAL INSTITUTION INFORMATION:

- \_\_\_\_\_ Bank statements for the last 3 months for all checking, savings or credit union accounts
- \_\_\_\_\_ Plan statements for all 401K, IRA or other retirement accounts

- \_\_\_\_\_ Closing statement from any accounts closed in the past year
- \_\_\_\_\_ If you are married and your spouse is not filing bankruptcy, your spouse's pay stubs for the past six months ending on the last day of the month before your case is filed.

OTHER:

- \_\_\_\_\_ Copy of Divorce Judgment(s) (including property settlement) if divorced within the last year.
- \_\_\_\_\_ Current statement of the cash value of any life insurance policy you own
- \_\_\_\_\_ **The Certificate of Completion of your credit counseling course.**
- \_\_\_\_\_ Recent (received within past 30 days) credit reports from all three credit reporting agencies.

Once you have gathered all the above documents, please mail or deliver to:

Please enclose this worksheet with your documents. And if a selection does not apply to you, write NA (not applicable) in the appropriate spot. Once we receive the documents, we will review them and if everything is complete as well as the questionnaire, we will prepare the papers and schedule a time for you to sign.