

LAURA DALE & ASSOCIATES, P.C. CLIENT INFORMATION SHEET (BANKRUPTCY)

Attorney-Client Privileged Communication

FULL LEGAL NAME OF BUSINESS _____	WORK PHONE _____
BUSINESS ADDRESS _____ _____	FAX NO. _____
DATE STARTED _____ Mo./Day/Year	E-MAIL ADDRESS _____
DESCRIPTION OF BUSINESS _____ _____	PRIMARY LOCATION _____ City/County/State
E.I.N. _____	
CONTACT NAME _____	HOME PHONE _____
ADDRESS _____ _____	WORK PHONE _____
	CELL NO. _____ FAX NO. _____
DRIVER'S LICENSE NO. & STATE _____	SOCIAL SECURITY NO. _____
EMPLOYER _____	LENGTH OF EMPLOYMENT _____
ADDRESS _____ _____	JOB DESCRIPTION _____

CONTACT WHO CAN REACH YOU AT ALL TIMES:

NAME _____ RELATIONSHIP _____ PHONE NUMBER _____

WHO MAY WE THANK FOR REFERING YOU TO OUR OFFICE? _____

HAVE YOU VISITED OUR WEB SITE? _____ YES _____ NO

HAVE YOU OR ANYONE IN YOUR FAMILY CONSULTED WITH OUR OFFICE BEFORE? _____ YES _____ NO

WHY DO YOU FEEL THE BUSINESS MAY NEED TO FILE A BANKRUPTCY AT THIS TIME? _____

HAS THE BUSINESS FILED ALL TAX RETURNS THROUGH 2012?	YES _____ NO _____
IF NO, PLEASE LIST YEARS NOT FILED: _____	
IS THE BUSINESS CURRENTLY INVOLVED IN ANY LAWSUITS?	YES _____ NO _____
IF YES, PLEASE EXPLAIN _____	
HAS ANY BUSINESS PROPERTY BEEN FORECLOSED ON OR REPOSSESSED?	YES _____ NO _____
IF YES, PLEASE LIST TYPE OF PROPERTY, DATE OF FORECLOSURE AND BALANCE OWED _____ _____	
IS THE BUSINESS FACING ANY FORECLOSURES OR REPOSSESSIONS AT THIS TIME?	YES _____ NO _____
IF YES, PLEASE LIST DATE OF NOTICE(S) _____	
IS THE BUSINESS CURRENT ON ALL OF THEIR MONTHLY PAYMENTS?	YES _____ NO _____

IF NO, PLEASE EXPLAIN _____

HAS THE BUSINESS TAKEN ANY CASH ADVANCES ON ANY CREDIT CARDS? YES _____ NO _____

IF YES, PLEASE LIST DATES AND AMOUNTS _____

HAS ANYONE CO-SIGNED FOR ANY OF THE BUSINESS DEBT? YES _____ NO _____

IF YES, PLEASE STATE NAME OF CREDITOR(S) AND DATE(S) OF LOAN(S) _____

HAS THE BUSINESS PAID ANY TAXES ON CREDIT CARDS? YES _____ NO _____

IF YES, PLEASE STATE THE NAME OF THE TAXING AUTHORITY AND AMOUNT AND DATE PAID _____

WHAT ASSETS DOES THE BUSINESS HAVE? CHECK ALL THAT APPLY:

_____ REAL PROPERTY – PLEASE LIST ADDRESS AND CURRENT MARKET VALUE _____

_____ FURNITURE CURRENT MARKET VALUE \$ _____

_____ EQUIPMENT CURRENT MARKET VALUE \$ _____

_____ VEHICLES (cars, trucks, motorcycles, boats, etc.) - complete the following information for each vehicle

YEAR	MAKE/MODEL	CURRENT MARKET VALUE
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_____ CASH ON HAND AMOUNT \$ _____

_____ CASH ACCOUNTS (bank, type of account, approximate balance, and name(s) on each account)

_____ OTHER

WHAT DEBTS DO YOU HAVE? CHECK ALL THAT APPLY:

_____ LEASE AGREEMENTS	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____
_____ IRS TAXES	YEAR(S) DUE \$ _____	BALANCE OWED \$ _____
_____ PROPERTY TAXES	YEAR(S) DUE \$ _____	BALANCE OWED \$ _____
_____ AUTOMOBILE LOAN(S)	CREDITOR NAME _____	VEHICLE _____
	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____
	CREDITOR NAME _____	VEHICLE _____
	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____
_____ FURNITURE LOAN(S)	CREDITOR NAME _____	DESCRIPTION _____
	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____
	CREDITOR NAME _____	DESCRIPTION _____
	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____
_____ EQUIPMENT LOAN(S)	CREDITOR NAME _____	DESCRIPTION _____
	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____
	CREDITOR NAME _____	DESCRIPTION _____
	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____
_____ LINES OF CREDIT	CREDITOR NAME _____	DESCRIPTION _____
	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____
	CREDITOR NAME _____	DESCRIPTION _____
	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____
_____ CREDIT CARDS	APPROXIMATE TOTAL BALANCE OWED \$ _____	
_____ OTHER	DESCRIPTION _____	
	BALANCE OWED \$ _____	MONTHLY PAYMENT \$ _____

FOR OFFICE USE ONLY

DATE OF INTERVIEW _____

CASE TYPE/FEE DUE _____

CONTRACT PROVIDED TO CLIENT _____

CONTRACT EXECUTED AND RECEIVED _____