

DOCUMENTATION FOR SCANNING

Please collect ALL of these Essential Documents for both **husband and wife**. UNSTAPLED, Originals if you have them. Please make an appointment for the Document Intake and Scanning Meeting. ALL Documents, if applicable, must be received before we can complete work on your case.

A. INCOME (EARNED and UNEARNED)

1. List of monthly income, amount, and source (i.e., social security, pension, annuity income, dividend, wages, IRA distribution, rental income, alimony, veteran's benefits, etc.)
2. Verification of income for 6 months before filing; for all working household members
3. Personal Tax Returns plus 1099 end of year statements for last 3 years
4. Employment history for the last year
5. Rent Receipts for any rental property (if applicable)

B. ASSETS, RESOURCES

6. Number and list of bank accounts and **statements** for last 6 months for each account (include accounts that were closed in the last 5 years) checking, savings, annuity, money market, CDs, and copy of all checks \$1,500 and above
7. Number and list of investments or Retirement/IRA/401(k)/529 accounts and **statements** for current month for each account
8. Proof of stocks, bonds, credit union statement, or trust account and assets
9. List/Copy of **Life Insurance** with cash value, death benefit, and face value, any surrendered in last 60 months, long term care policy, etc. ACTION: Request Change of ownership forms Change of beneficiary forms Surrender forms.

C. REAL PROPERTY

10. Deed of Home or any property you are on title (residence, vacation, etc.)
11. Most recent Mortgage **Statement** (interest) and all Credit-Lines
12. Fair Market Value of each property: use a Realtor letter, Zillow.com or Appraisal
13. Current Property Tax Assessment Bill
14. Maintenance or home-improvement bills/receipts for home last 90 days.
15. Bill of sale or HUD1 for any Property Sold or Transferred in the last 60 months/five (5) years.

D. VEHICLES-BOATS-TRAILER/TITLED PROPERTY & LOANS

16. Number and list of ALL Properties owned or on the deed/title
17. Title and Registration for all Vehicles: Cars, Boat, Motorcycle, ATV
18. Most Recent Statement and loan balance for all vehicles that have a loan
19. Print a Kelly Blue Book (KBB.com) trade-in value or appraisal for each vehicle.

E. EXPENSES – MEDICAL, LEGAL, TUITION, OR OTHER UNREIMBURSED

20. HOA Fee and **Homeowners Insurance** for all Real-Estate where you're on deed.
21. Copy of Residential Bills: utilities, heat, water, phone, cable, etc.
22. Amount of **Health Insurance** premiums, Medicare Part B, C, or D Amount
23. Caretaker Fees, Food, Clothing, Grooming, Toilet Articles, Charity/Church
24. Adult Day Care, Shelter, or Assisted Living or Nursing Home Bill
25. Print out from Pharmacy for last 12 months showing out of pocket (co-pay) costs



F. DOCUMENTS, PERSONAL IDENTIFICATION

26. MD Driver's License or other photo ID
27. Social Security Card
28. Medicare, hospital, and health insurance cards (with proof of cost to you)
29. Birth Certificate of applicant (or Citizenship papers)
30. Marriage certificate (or divorce decree) or death certificate of former spouses
31. PRE-PAID FUNERAL OR BURIAL Plot Agreements with itemization
32. Power of Attorney documents (if any)
33. Any court-ordered support
34. Proof of Name Change (if applicable)
35. A voided check or savings deposit slip for direct deposit
36. Statement of Living Arrangements or Lease
37. Physicians Statement
38. DD 214 military service separation papers, original or "certified" copy
39. Copy of any Trusts with Schedule A or list of assets in trust

Legal Services Agreement