

PROPERTY

List all real estate owned by the company:

Address: _____
Approx. Current Market Value \$ _____ Total Amount Owed on this property \$ _____
Name(s) on Title: _____

Address: _____
Approx. Current Market Value \$ _____ Total Amount Owed on this property \$ _____
Name(s) on Title: _____

Use reverse side to list additional properties

List all vehicles owned by the company:

Year _____ Make _____ Model _____ mileage _____
Kelley Blue Book Value--Private Sale (not trade-in) (search online www.kbb.com): \$ _____ PAID OFF

Year _____ Make _____ Model _____ mileage _____
Kelley Blue Book Value--Private Sale (not trade-in) (search online www.kbb.com): \$ _____ PAID OFF

Year _____ Make _____ Model _____ mileage _____
Kelley Blue Book Value--Private Sale (not trade-in) (search online www.kbb.com): \$ _____ PAID OFF

Use reverse side to list additional vehicles

List all open bank accounts:

Bank: _____ type of account: _____ account # _____ balance \$ _____

Bank: _____ type of account: _____ account # _____ balance \$ _____

Bank: _____ type of account: _____ account # _____ balance \$ _____

Use reverse side to list additional accounts

Security deposit

Description: _____

Amount: \$ _____

Accounts receivable: \$ _____ (base value on amount collectible)

Attach any accounts receivable lists including names, addresses and amounts owed

Inventory

Brief description and location of inventory: _____

Estimated liquidation value: \$ _____

Attach any inventory lists

Office equipment, office furnishings and office supplies

Brief description and location of equipment: _____

Estimated liquidation value: \$ _____

Machinery and equipment used in business

Brief description and location of equipment: _____

Estimated liquidation value: \$ _____

Attach list of specific items of equipment and corresponding values

Patents, copyrights, other intellectual property; licenses, franchises, other intangibles

Brief description: _____

Estimated value: \$ _____

Other liquidated debts owed to debtor, including tax refunds

Brief Description: _____

Value: \$ _____

Any ownership interest(s) in any other businesses, partnerships, or corporations

Description: _____

Is the company a party to any any lease (covering real or personal property)?

Brief Description: _____

Any pending lawsuits or judgments against any person or any company?

Description: _____

Any other assets (including claims/causes of actions/lawsuits against any party)

Brief Description: _____

Market Value: \$ _____

DEBTS

Attach Statement For Each Creditor

Secured creditor

Name and *address* of Creditor: _____

Loan # _____ Balance Owed: \$ _____ Interest rate: _____ Arrears: _____

Date incurred: _____

Any personal liability, if so explain: _____

Name and *address* of Creditor: _____

Loan # _____ Balance Owed: \$ _____ Interest rate: _____ Arrears: _____

Date incurred: _____

Any personal liability, if so explain: _____

Vehicle/equipment loans and leases

Which Vehicle/Equipment Item? _____

Lender: _____

Balance Owed: _____ Months in Arrears: _____ Monthly payment:\$ _____ Interest rate: _____%

Which Vehicle/Equipment Item? _____

Lender: _____

Balance Owed: _____ Months in Arrears: _____ Monthly payment:\$ _____ Interest rate: _____%

Which Vehicle/Equipment Item? _____

Lender: _____

Balance Owed: _____ Months in Arrears: _____ Monthly payment:\$ _____ Interest rate: _____%

Any state or federal tax liens, attachment liens, judgment liens, or liens created by a UCC-1 financing statement?

Please explain and describe:

Any SBA loans?

Please explain and describe:

Any personal liability, if so explain: _____

Any future accounts receivables loans?

Please explain and describe:

Any personal liability, if so explain: _____

Federal income taxes (IRS)

Did the business timely file its returns? Yes No

Year _____ Amount Still Owed: \$ _____ Year _____ Amount Still Owed: \$ _____
Year _____ Amount Still Owed: \$ _____ Year _____ Amount Still Owed: \$ _____

State income taxes

Did the business timely file its returns? Yes No

Year _____ Amount Owed: \$ _____ Year _____ Amount Owed: \$ _____
Year _____ Amount Owed: \$ _____ Year _____ Amount Owed: \$ _____

Other taxes (EDD/State Board of Equalization)

Does the business owe any other type of taxes (sales, payroll, etc.) Yes No

Describe _____
Year _____ Amount Owed: \$ _____ Year _____ Amount Owed: \$ _____
Year _____ Amount Owed: \$ _____ Year _____ Amount Owed: \$ _____

Unsecured debts

What is the total amount of general unsecured debt? _____

ATTACH SPREADSHEET OR STATEMENTS FROM ALL CREDITORS (suppliers, corporate credit cards, loans, leases, etc.). Spreadsheets or *statements should show address, account number & balance.*

Any personal liability on any unsecured debts, if so explain: _____

Leases / Contracts

Is company a party to any long-term leases such as real property leases or contracts ? If yes, list the parties involved, addresses and describe type of lease or contract:

Co-debtors / Personal Guarantors:

To the extent not already provided, name and address of any person(s) who are codebtors/guarantors on any account/debt/loan:

STATEMENT OF FINANCIAL AFFAIRS

Please attach a most recent income statement and balance sheet.

Gross Income year to date: \$ _____
Gross Income year prior: \$ _____
Gross Income two years prior: \$ _____

Salary taken for self or employee:

Gross Income year to date: \$ _____
Gross Income year prior: \$ _____
Gross Income two years prior: \$ _____

Payments to general creditors List all payments to creditors aggregating more than \$7,575 to any creditor made within the last 90 days. List creditor name, address, specific dates of payments and amounts paid:

Payments to insider creditors List all payments to insider (principals, owners, directors, relatives, etc.) creditors made within the last year. List creditor name, address, specific dates of payments and amount paid:

Lawsuits Was the company involved in a lawsuit or administrative proceeding within the last 2 years? If Yes, for each lawsuit or proceeding please provide: (1) caption/name of suit, (2) case # , (3) nature of proceeding, (4) court and location (5) outcome/status

Any garnishments, attachments, levies, repossessions or foreclosures of assets (within past 2 years)

Description and Value of Property: _____
Creditor: _____
Date of Seizure: _____

Description and Value of Property: _____
Creditor: _____
Date of Seizure: _____

Losses Please list any losses from fire, theft, or other casualty during the past year. Include date of loss, description, value, circumstances and whether or not the loss was covered by insurance.

Sales or Transfers of Property List (1) all real and personal property that the company sold, gifted, or transferred, (2) value, if any received, and (3) dates such sales or transfers were made within the last 4 years.

Closed Financial Accounts List closed, sold or transferred financial accounts within past 12 months, including checking or other financial accounts and amount in account at time of closure.

Previous Addresses During Past 2 Years Please provide addresses and dates of occupancy

Books, records and financial statements

List all bookkeepers and accountants within the last two years who kept or supervised the keeping of books and records of the company.

Name: _____

Address: _____

Dates of services rendered: _____

List all firms or individuals who within the last two years have audited the books of account and records or prepared a financial statement of the company.

Name: _____

Address: _____

Dates of services rendered: _____

List all firms or individuals who at the time of the commencement of this case were in possession of the books of account and records of the company.

Name: _____

Address: _____

List all financial institutions, creditors or other parties, to whom a financial statement was issued within the last two years.

Name: _____

Address: _____

Date issued: _____

Inventory (if applicable)

Latest Date of Inventory: _____

Inventory supervisor: _____

Dollar amount of inventory (specify cost, market or other basis) _____

Name and address of custodian of inventory records: _____

Interest in intangibles or intellectual property?

Patents, copyrights, trademarks, and trade secrets: _____

Internet domain names and websites: _____

Licenses, franchises, and royalties: _____

Customers lists, mailing lists, or other compilations: _____

Officers, directors and shareholders

List all officers, directors, and stockholders who directly or indirectly own, control, or hold 5 percent or more of the company.

Name: _____
Address: _____
Title: _____ % of interest: _____
Director? YES/NO

Name: _____
Address: _____
Title: _____ % of interest: _____
Director? YES/NO

Former partners, officers, directors and shareholders

List each person who withdrew from the ownership of the company within the past year.

Name: _____
Address: _____
Title: _____ Date of withdrawal: _____

Name: _____
Address: _____
Title: _____ Date of withdrawal: _____

Note: if the company is out of business or going to be out of business, any websites or social media platforms should be updated to indicate that the company is not open, is not hiring, etc. Also, all social media posts (FaceBook, LinkedIn, YouTube, Google, etc.) should be reviewed to ensure all assets are listed.

**BE SURE TO ANSWER ALL QUESTIONS
AND
FILL OUT ALL INFORMATION AS REQUESTED**