

Welcome to the Law Offices of Christman & Fascetta. Please complete this package and return it with the requested documentation.

Christman & Fascetta, LLC
810 Gleneagles Ct.
Suite 301
Towson, Maryland 21286

Phone: 410-494-8388
Fax: 410-494-8389

CHRISTMAN & FASCETTA, LLC

Initial Intake Date: _____ **County:** _____ **Advertising:** _____

Client Name: _____ **Spouse Name:** _____

aka _____

aka _____

SS # _____

SS # _____

Date of Birth: _____

Date of Birth: _____

Marital Status: married never married separated divorced widowed

Client Address:

Residence: _____

_____ **State:** _____ **Zip Code:** _____

Mailing: _____

_____ **State:** _____ **Zip Code:** _____

Spouse Address:

Residence: _____

_____ **State:** _____ **Zip Code:** _____

Mailing: _____

_____ **State:** _____ **Zip Code:** _____

Client Phone:

Home # _____

Work # _____

Cell # _____

Email _____

Spouse Phone:

Home # _____

Work # _____

Cell # _____

Email _____

Number of dependents and ages _____

FEE QUOTE: _____ **FEE PAID:** _____

NOTES:

SCHEDULE A. REAL ESTATE

PROPERTY ADDRESS	DESCRIPTION OF INTEREST IN PROPERTY	MARKET VALUE	AMOUNT OWED

Real estate may include raw land, condos, buildings, houses, timeshares, rent-to-own, life estates, etc.

Please list all real estate you own and/or all real estate being purchased.

Also, please list any real estate which lists your name on the title. (For example, this might include your parent's real estate – where your parents have added your name to their real estate as a substitute for a will.)

Are you current on your mortgage payments? If not, how many months behind are you?

SCHEDULE I. MONTHLY HOUSEHOLD INCOME

Please note – you must list all household income even if you are the only person in your household filing for bankruptcy relief. Please remember, if you are paid bi-weekly, obtain your monthly income by adding all twenty-six (26) pay checks and dividing by twelve months.

Marital Status: Married Single Divorced Separated Widowed

List all dependents living in your household:

NAME OF DEPENDENT	AGE	LIVING WITH H, W, BOTH

HUSBAND

WIFE

Name and Address
of Employer:

Gross Monthly
Amount

Deductions

Taxes

Insurance

401K/Pension

401K/Loans

Union dues

Other

Net Monthly Amount _____

ADDITIONAL INCOME:

Social Security _____

Pension _____

Rental Income _____

Child Support _____

TOTAL INCOME: _____

SCHEDULE J. MONTHLY EXPENSES

When calculating your monthly expenses account for everything purchased over the last year and divide by twelve (12) months. Don't forget to include gifts and holiday expenses. Generally speaking, most gifts and holiday expenses are food, clothing, or entertainment.

rent or mortgage _____
Does this amount include real estate taxes? Y/N _____
Does this amount include property insurance? Y/N _____

electricity and heating oil _____

water and sewer _____

telephone service/long distance _____

Do you have any other utility bills? If so, what, and how much?

home maintenance, including repairs and general upkeep
(think of all trips to the hardware store in a year) _____

Food and necessities
Include coffee, soda, water, and everything eaten on-the-run per day. In addition don't forget about cleaning products, trash bags, detergent, pet food, diapers, formula, school lunches, etc.) _____

clothing _____

laundry/dry cleaning _____

medical and dental expenses (out of pocket) _____

transportation _____

entertainment, recreation, newspapers _____

charitable contributions _____

insurance not deducted from paycheck _____
homeowner's insurance _____
renter's insurance _____

health insurance

auto insurance

taxes not deducted from paycheck

installment payments for car, furniture, etc.

alimony, maintenance, support paid for others

payments for support of dependents not living at home

expenses for operation of business

Additional Expenses (707(b)Expenses)

Mandatory payroll deductions not already listed

court ordered payments

education necessary to maintain employment

education for a physically or mentally challenged child

childcare

disability insurance

health savings accounts

care for elderly, chronically ill, or disabled family members

protection from family violence

education expense for your children under 18

non-mandatory contributions to retirement accounts
(including loan repayments)

other expense not listed

SCHEDULE E. PRIORITY DEBTS (TAX DEBT)

Certain debts, such as taxes owed to the IRS (or any state) are priority debts. Are you current in your tax filings? _____

If no: What years are missing? _____

(Please include a distinction between State and Federal Taxes.)

Have you received an extension to file for certain years? Which year(s)?

Name of Creditor	Year	Type of Debt	Amount	Lien Yes or No	Date

SCHEDULE G. LEASES/EXECUTORY CONTRACTS

Do you have any executory contracts? These are contracts which have not been fully completed or performed. Examples may include apartment rentals, security systems, and cell phone contracts.

LESSOR	COLLATERAL	ASSUME OR REJECT

SCHEDULE B. PERSONAL PROPERTY

THE COURT REQUIRES AN ACCURATE LIST OF ALL PERSONAL PROPERTY. YOU MAY KEEP ANY PERSONAL PROPERTY (ONCE IT HAS BEEN LISTED) BY USING ALLOWABLE EXEMPTIONS UNDER MARYLAND LAW. ANY PROPERTY NOT LISTED MUST BE SURRENDERED AND SOLD TO REPAY YOUR UNSECURED CREDITORS.

CASH

HOW MUCH CASH DO YOU AND YOUR SPOUCE HAVE TODAY? _____

BANK ACCOUNTS

Please list all accounts and state whether they are joint or individual accounts. Please include accounts which are really owned by someone else but your name has been added to the account. **Please note, you must send us updated bank statements once you sign your bankruptcy petition and schedules.**

NAME OF BANK	TYPE OF ACCOUNT	H,W, OR JOINT	BALANCE

Do you have an account, with a bank or credit union, which is also one of your creditors? This type of scenario may occur where you have been issued a credit card by your bank or credit union. This may also occur because you bank with a credit union and you have also taken out an automobile loan through the same credit union. All of your money in this type of account is at risk when you file for bankruptcy relief. You should close the account down and open an account at a different bank. Please list the accounts below and the debt as well:

SECURITY DEPOSITS

List any and all security deposits and the amount of the deposit.

List any security deposits you have with a utility company.

HOUSEHOLD GOODS

At the end of this intake package you will find an inventory list for household goods. Please fill out this list.

Please initial here that you have completed the list and acknowledge that you have listed all household goods. _____

BOOKS, PICTURES, ART WORK, ETC.

Do you own any antiques, expensive books, paintings, art work, coins, or any other collections? If so, please value the items as though said items were being sold at an auction.

CLOTHING LIST

I have asked you to fill out a list of your clothing and jewelry. Have you done this?

I have personally seen the list and it is acceptable. Y/N

FURS AND JEWELRY

Do you own any furs or jewelry not listed previously?

Please be certain to include wedding rings and engagement rings. Remember, you only get to items listed and exempted in your schedules.

Itemize your furs and jewelry and state the auction value of each item.

GUNS AND HOBBY EQUIPMENT

Do you own any guns? Please list them below and state the value of each weapon.

Do you own any sports or hobby equipment? Please list these items below.

LIFE INSURANCE POLICIES

Do you hold any life insurance policies with a cash surrender value? What is the current cash value?

Who is the beneficiary on the policy and state their relationship to you.

ANNUITIES

Do you own an annuity? (An annuity is a financial instrument allows you to receive a stream of income in the future. This may also include a winning lottery ticket.)

IRA, ERISA, 401(k), etc.

Do you have a retirement plan or pension plan through your employer or former employer? Please list all ERISA-qualified plans and state the current value of each account.

NEGOTIABLE INSTRUMENTS

Do you own any negotiable instruments. Please list and state the current value:

STOCKS AND BONDS

Please list all stocks and bonds and state the number of shares and the value of the shares.

PARTNERSHIPS

Are you involved in any type of business partnership (even if the partnership is not in writing)? Please describe below and state the value:

ACCOUNTS RECEIVABLE

Does anyone owe you any money? If so please explain below:

BONDS

Do you own any government or corporate bonds?

If yes, how much are the bonds worth today?

ACCOUNTS RECEIVABLE

Does anyone owe you money now?

If yes, explain: _____

ALIMONY, MAINTENANCE, AND CHILD SUPPORT

Does anyone owe you any alimony, maintenance, or child support. List the type and amount below.

Do you pay support to anyone?

If yes, are you current with these payments?

If no, how much are your arrears?

Do you pay support to anyone?

Are you current with these payments?

How far behind in payments are you?

OTHER LIQUIDATED DEBTS

Does anyone owe you any money from a lawsuit or any other type of debt owed to you.

TAX REFUNDS

Does the state or federal government owe you a tax refund right now? Y/N

How much: _____

FUTURE INTERESTS AND LIFE ESTATES

Is your name on any sort of document allowing you to use someone else's real estate until they die. Likewise, is your name on any type of document allowing you to receive property when someone dies in the future?

CONTINGENT AND NONE CONTINGENT INTERESTS

Are you waiting to receive an inheritance?

Has anyone close to you died in the last year?

Do you expect to receive an inheritance in the next two years?

OTHER CONTINGENT AND NON LIQUIDATED CLAIMS

Can you file a lawsuit against anyone for any reason?

Do you have any claims pending?

Is an attorney representing you in this matter? Lawsuits may be related to auto accidents, work-related injuries, discrimination, harassment, etc. Please describe below and provide contact information for your attorney.

If you lost time from work and you are suing for your loss of income please list and state below.

Please provide the name, address, and telephone number of the attorney helping you in any lawsuits.

PATENTS AND COPYRIGHTS

Do you own any patents or copyrights? Describe and state denying below.

LICENSES AND FRANCHISES

Do you have any valuable licenses such as a liquor license? Do you own any franchise rights? Please list below and provide a value.

MOTOR VEHICLES

Please list all vehicles you own (or vehicle that you are purchasing).

Year, Make, Model	Mileage	Options/Package	Condition of Vehicle	Who is listed on the title?

BOATS

Do you own a boat? What is the year, make, model, and size of the engine. Please include the trailer as well.

OFFICE EQUIPMENT

Do you own any office equipment such as computers, fax machines, or furniture?

Please list and provide a value.

TOOLS EQUIPMENT AND MACHINERY

Do you own any machinery, equipment, fixtures, or tools.

Do you own any tools which are under a lifetime warranty such as Snap-On brand tools?

Please list below and provide value.

INVENTORY

Do you own any inventory? Please list describe and the inventory below.

ANIMALS

Do you have any animals? If so please describe and provide a value below. Please note, you will be able to keep your family pets but you must list them below. In addition, please list any farm animals below.

CROPS

Do you have any interest in growing or harvesting crops? Please list and describe below.

FARMING EQUIPMENT

Do you have any interest in farming equipment? Please list and describe below.

OTHER PERSONAL PROPERTY NOT LISTED

Please list any other thing of value which has not been listed anywhere else in this questionnaire. Please provide a description below. Please note you will only be allowed to keep the assets which you disclose to the bankruptcy court in your bankruptcy schedules. Any valuables or assets not listed will be uncovered by the court and sold to satisfy your debts.

Please initial here that you have listed all of your assets: _____

QUESTIONS

1. Do you receive any money from an annuity or a trust?
2. Do you have anything in your possession that really belongs to someone else?
3. Does anyone have possession of anything that really belongs to you?
4. Do you have any property titled in your name that really belongs to someone else?
5. Have you sold or transferred any property in the last 48 months?
6. Have you made any large purchases in the last 90 days?
7. Have you taken out any loans or cash advances in the last 90 days?
8. Have you paid back friends or relatives more than \$600.00 in the last 12 months?
9. Has any creditor ever taken back, repossessed or foreclosed on your car, truck or home?
10. Is anyone threatening to take your car, truck, or home?
11. Did you come to us to try to save your home?
12. If so, is there someone else who owns the home with you?
13. If someone owns a house with you, have the other owner ever filed bankruptcy?
14. Are you separated from your spouse or contemplating separation?
Spouse's Name?

15. Are you required to pay any debts under a Separation Agreement or Divorce Decree?
16. Do estranged or ex-spouses have any claims against you?
17. Do you owe any overdue child support or alimony? If yes, how much is owed?
18. Are your wages being garnished to pay current or overdue child support?
19. Did you transfer any of your property to your ex-spouse?
20. Have you had any car accidents in the last 4 years that were your Fault?
21. Are any of your debts being paid by payroll deduction or military allotment?
22. Are you repaying any 401 K loans or other loans against your retirement?
23. Are you contributing to a 401K plan?
24. Have you given any loan company a list of your household goods?
25. Have you listed any motor vehicles as collateral for a personal loan?
26. Have you co-signed a loan or credit card for anyone?
27. Has anyone co-signed a loan or credit card for you?
28. Has anyone put up a CD, bank account, house or other property so you could get a loan?
29. Has anyone served you with Court papers or filed a lawsuit against you in the last 3 years?
30. Does anyone have a Judgment against you?
31. Have you owned a business at any time within the last 6 years?

32. If so, do you owe any taxes because of that business (income, withholding, Employment or sales)?
33. Are there any tax returns which you have not filed? For which years?
34. Do you owe any federal or state income taxes?
35. Do you owe any real estate or personal property taxes?
36. Are your wages being garnished to pay back taxes?
37. Do you own any property in another County or State?
38. Do you expect any gifts or an inheritance in the next 12 months?
39. Do you have any unpaid student loans?
40. Have you ever filed bankruptcy before? How many times? When?
41. If so, have you had a bankruptcy case dismissed (kicked out) in the last 12 months?
42. Do you have any car accident, worker's Comp, or other personal injury Claims against anyone?
43. Do you have any DUI tickets or owe money as a result of an accident while driving under the influence?
44. Do you owe any Court ordered restitution or fines?
45. Do you owe any money on any payday loans?
46. Do you have any unpaid bad checks? If so, how many? Please total the amount of the checks:
47. Do you have a right to an inheritance or will you inherit property because someone died?
48. Have you lived anywhere other than Maryland in the last 2 years?

49. If so, where else did you live in the last 2 years?
50. If so, where did you live between 2 and 2 1/2 years ago?
51. Have you used a credit card to pay any taxes in the last 3 years?
52. Did you purchase any cars or trucks or other motor vehicles in the last 2 1/2 years?
53. If so, which vehicles were purchased in the last 2 1/2 years?
- | | |
|----------------------|----------------|
| Year, Make and Model | Year Purchased |
|----------------------|----------------|
54. What caused you to fall behind on your bills?
55. Are you still having the same problems that caused you to fall behind?
56. Have you filed for bankruptcy relief in the last 8 years? If yes, please list the case number and date of filing.
57. If you rent your home, does a landlord hold a judgment against you?
58. How many children are living with you?
59. Have you lived at your current address for at least 180 days?
60. Have you lived at your current address for at least 730 days (2 years)?
61. If you answered no to question 60 or 61, please list your previous addresses?
62. Have you used any other names in the past eight years? If yes, please list other names used.

Name

Date

Name

Date

