ALMEIDA & DÁVILA

REQUIRED DOCUMENTS TO PREPARE YOUR CASE
CHAPTERS 7, 11, AND 13 INDIVIDUALS

DOCUMENTS - Bring copies. We do not make copies.
CROSS OUT - Use a black marker to cross out the first digits of your social security number and account number. Leave the last 4 digits visible.
MARRIED INDIVIDUALS - If you are married, you must bring the following documents for both you and your spouse.

DOCUMENTOS GENERALES PARA TODOS LOS CASOS:

- Initial payment for attorney fees
- Drivers License
- Social Security Card
- Pay stubs for the past 6 months
- Other income: Social Security, SNAP, pension, etc.
- Debt certification from the Department of Treasury
- State tax returns for the past 4 years

- Lawsuits against you
- Lawsuits filed by you (courts, agencies, etc.)
- Latest credit card and loan statements
- Assumption certification (debt or denial)
- Account statements (checking and savings - 6 months)
- Collection letters received
- Credit Report
- Reporte de crédito
- Last monthly bill for utilities: Water, electricity, telephone, cell phone, cable, etc.
- Unpaid bills (medical, services, etc.)
- Credit counseling course (approximately 1 hour) **https://www.abacuscc.org**

OTHER DOCUMENTS, IF APPLICABLE:

- Divorce: Judgment and property division
- Inheritance: Information regarding inheritances received
- Alimony: Name, address, and phone number of the recipient

- Alimony: Order or agreement establishing alimony
- AEELA: Savings and loan certification with AEELA
- Retirement: Loan, contribution, and balance certification
- Cooperatives: Latest statement for savings, shares, and loans

- Investments: Account statements (IRA, 401K, Thrift, bonds, stocks, funds, money market, etc.)
- Contracts: Lease, leasing, professional, option, etc.

- Prior bankruptcy: Documents
- Time share: Deeds, contracts, etc.
- Life insurance with cash value: Latest statement

IF YOU HAVE A MOTOR VEHICLE:

- Financing agreement for vehicles
- Vehicle registrations
- Auto Loan Pay stub: next and last payment
- Vehicle cancellation balance
- Photos: mileage, license plate, front, and side of vehicles
- Auto insurance (if paid separately from the loan)

IF YOU OWN A HOUSE, APARTMENT, LAND, AND/OR COMMERCIAL PROPERTY:

- Mortgage cancellation balance (pay off)
- Mortgage Loan Arrears Balance
- CRIM certification
- Deed of sale
- Title search
- Appraisal

IF YOU HAVE A BUSINESS OR ARE SELF-EMPLOYED:

- Tax returns for the past 4 years: CRIM, FICA, FUTA

- Form 1040 PR for the past 4 years
- Financial statements prepared in the past 2 years
- Accounts receivable report with aging
- Accounts payable report paid by you
- Current insurance policies for the business
- Merchant Registration Certificate
- Municipal License (Patente)
- Licenses required for your business
- Evidence of business income (past 6 months))
- Evidence of business expenses (past 6 months)
- Equipment and furniture inventory for the business
- Merchandise inventory for the business
- Fill out monthly operation reports (past 6 months) (form provided in the office)