



Mandatory Disclosure Checklist

Client:

Date of service:

Documents are due:

PLEASE PROVIDE THE FOLLOWING DOCUMENTS:

1. Income tax returns – for the last three years – personal and business
 - Include W-2s, 1099s, K1's for past 3 years
 - If you filed for an extension for last year, we still need your W2's and 1099's
2. Pay records or pay stubs for all wages, salary, or income you received over the last 3 months
3. All applications for loans you have made in the last year
4. For all real property owned in last 3 years - even if now sold:
 - Deeds – for property outside the county, we can obtain Collier County deeds from official land records
 - All promissory notes
 - All mortgages
 - All leases (in which you or your business are the landlord)
5. For all bank (checking & savings) and brokerage accounts – even if now closed – personal and business
 - Complete statements covering the past 3 months
 - Include every page of every statement, even if the page is blank
6. For all retirement accounts – including profit sharing, retirement, and pension plans deferred compensation, IRA, 401(k), 403(b), SEP, and KEOGH
 - Complete most recent account statement- include every page of every statement, even if the page is blank
 - Summary plans
 - Name and contact information for the plan administrators
7. For all insurance policies.
 - Declarations pages
 - The last periodic statements
 - Certificates

- Health, vision, and dental insurance cards
8. For all debts outstanding during the last year – even if now paid - documentation of:
 - All promissory notes
 - All accounts payables
 - Complete credit card and charge account statements covering the last 3 months
 - Include every page of every statement, even if the page is blank
 - Also include any store credit cards
 - All present lease agreements in which you or your business are the tenant
 9. All written premarital or marital agreements entered into at any time
 10. For all assets or property that you owned before your marriage – documentation showing the date of purchase
 11. Any court orders directing you to pay or receive alimony or child support
 12. All certificates and registration documents for all stocks, options, and intellectual property