

## Mandatory Disclosure Checklist

1. Income tax returns – for the last three years – personal and business - with all W2s, 1099s, and K1s
2. Applications - for loans you have made in the last year – if any
3. 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)
4. For all bank (checking & savings) and brokerage accounts – even if now closed – personal and business
  - Complete statements covering the past 3 months for all checking accounts
  - Complete statements covering the past 12 months for all savings and brokerage accounts
  - Include every page of every statement, even if the page is blank
  - If it is easier for you to email us your logon information to accounts, we would be glad to download for you.
5. 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
  - If it is easier for you to email us your logon information to accounts, we would be glad to download for you.
6. For all insurance policies – we only need documents for policies with cash value (whole policies)
  - Declarations pages
  - The last periodic statements
  - Certificates
  - Health, vision, and dental insurance cards
7. For all debts outstanding during the last year – even if paid off in full- 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