

**ASSETS INTAKE #2**  
**(Attach additional sheets of necessary.)**

Client name: \_\_\_\_\_

**REAL PROPERTY**

Residence address \_\_\_\_\_  
Date purchased \_\_\_\_\_ Purchase price \_\_\_\_\_  
Mortgage co. \_\_\_\_\_  
Account no. \_\_\_\_\_ In whose name \_\_\_\_\_  
Monthly payments \_\_\_\_\_ Balance due \_\_\_\_\_  
Is insurance included in payment? \_\_\_\_\_ Are taxes included in payment? \_\_\_\_\_  
Paid by ( ) Husband ( ) Wife ( ) Both  
Land contract \_\_\_\_\_ In whose name \_\_\_\_\_  
Home equity loan (include name of lender, monthly payment, and balance due) \_\_\_\_\_

Amount of property taxes \_\_\_\_\_  
SEV (State Equalized Value - can be found on tax bills) \_\_\_\_\_  
Current value, if known or best estimate \_\_\_\_\_  
Is this your primary residence? \_\_\_\_\_ If not, what is this residence used for? \_\_\_\_\_

**Additional real estate**

Address \_\_\_\_\_  
Date purchased \_\_\_\_\_ Purchase price \_\_\_\_\_  
Mortgage co. \_\_\_\_\_  
Account no. \_\_\_\_\_ In whose name \_\_\_\_\_  
Monthly payments \_\_\_\_\_ Balance due \_\_\_\_\_  
Is insurance included in payment? \_\_\_\_\_ Are taxes included in payment? \_\_\_\_\_  
Paid by ( ) Husband ( ) Wife ( ) Both  
Land contract \_\_\_\_\_ In whose name \_\_\_\_\_  
Home equity loan (include name of lender, monthly payment, and balance due) \_\_\_\_\_

Amount of property taxes \_\_\_\_\_  
SEV (State Equalized Value - can be found on tax bills) \_\_\_\_\_  
Current value, if known or best estimate \_\_\_\_\_  
Is this your primary residence? \_\_\_\_\_ If not, what is this residence used for? \_\_\_\_\_

***Attach copies of deeds or land contracts.***

**VEHICLES (CAR, BOAT, TRAILER, MOTORCYCLE, SNOWMOBILE, ETC.)**

1. Year/make/model \_\_\_\_\_  
Vehicle Identification No. (VIN) \_\_\_\_\_  
In whose name \_\_\_\_\_ In whose possession \_\_\_\_\_  
Purchase price \_\_\_\_\_ Monthly payments \_\_\_\_\_  
Lien holder \_\_\_\_\_ Balance due \_\_\_\_\_ as of \_\_\_\_\_

- Current value (obtain from Kelley Blue Book website **kbb.com**) \_\_\_\_\_  
**Attach copies of Kelley Blue Book valuation.**
2. Year/make/model \_\_\_\_\_  
 Vehicle Identification No. (VIN) \_\_\_\_\_  
 In whose name \_\_\_\_\_ In whose possession \_\_\_\_\_  
 Purchase price \_\_\_\_\_ Monthly payments \_\_\_\_\_  
 Lien holder \_\_\_\_\_ Balance due \_\_\_\_\_ as of \_\_\_\_\_  
 Current value (obtain from Kelley Blue Book website **kbb.com**) \_\_\_\_\_  
**Attach copies of Kelley Blue Book valuation.**
3. Year/make/model \_\_\_\_\_  
 Vehicle Identification No. (VIN) \_\_\_\_\_  
 In whose name \_\_\_\_\_ In whose possession \_\_\_\_\_  
 Purchase price \_\_\_\_\_ Monthly payments \_\_\_\_\_  
 Lien holder \_\_\_\_\_ Balance due \_\_\_\_\_ as of \_\_\_\_\_  
 Current value (obtain from Kelley Blue Book website **kbb.com**) \_\_\_\_\_  
**Attach copies of Kelley Blue Book valuation.**
4. Year/make/model \_\_\_\_\_  
 Vehicle Identification No. (VIN) \_\_\_\_\_  
 In whose name \_\_\_\_\_ In whose possession \_\_\_\_\_  
 Purchase price \_\_\_\_\_ Monthly payments \_\_\_\_\_  
 Lien holder \_\_\_\_\_ Balance due \_\_\_\_\_ as of \_\_\_\_\_  
 Current value (obtain from Kelley Blue Book website **kbb.com**) \_\_\_\_\_  
**Attach copies of Kelley Blue Book valuation.**
5. Year/make/model \_\_\_\_\_  
 Vehicle Identification No. (VIN) \_\_\_\_\_  
 In whose name \_\_\_\_\_ In whose possession \_\_\_\_\_  
 Purchase price \_\_\_\_\_ Monthly payments \_\_\_\_\_  
 Lien holder \_\_\_\_\_ Balance due \_\_\_\_\_ as of \_\_\_\_\_  
 Current value (obtain from Kelley Blue Book website **kbb.com**) \_\_\_\_\_  
**Attach copies of Kelley Blue Book valuation.**

### FINANCIAL ACCOUNTS

List all financial accounts including, but not limited to, bank, credit union, CDs, stocks, annuities, trusts, Michigan Education Savings Program (MESP), and health savings accounts in which you have an interest.

1. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_  
 Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_
2. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_

- Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_
3. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_  
 Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_
4. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_  
 Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_
5. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_  
 Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_
6. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_  
 Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_

### RETIRMENT ACCOUNTS

List all retirement accounts including, but not limited to, IRAs, 401(k), and 403(b) accounts in which you have an interest.

1. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_  
 Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_ **Amount earned prior to marriage** \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_
2. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_

- Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_ **Amount earned prior to marriage** \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_
3. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_  
 Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_ **Amount earned prior to marriage** \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_
4. Name of institution \_\_\_\_\_  
 Account number \_\_\_\_\_  
 Type of account \_\_\_\_\_  
 Name on account \_\_\_\_\_  
 Signatories \_\_\_\_\_ Source of monies \_\_\_\_\_  
 Current balance \_\_\_\_\_ **Amount earned prior to marriage** \_\_\_\_\_  
 Balance 90 days before current date \_\_\_\_\_

### PENSION

List all defined benefit plans that will pay you a monthly benefit at retirement age.

***Attach copies of plan descriptions and annual reports for each account.***

1. Company or employer name \_\_\_\_\_  
 Name and type of plan \_\_\_\_\_  
 Account no. \_\_\_\_\_ In whose name \_\_\_\_\_  
 Lump sum value: \$ \_\_\_\_\_ Estimated monthly payment: \$ \_\_\_\_\_  
 Earliest date you are eligible to receive your pension benefit: \_\_\_\_\_  
 Vested ( ) Yes ( ) No
2. Company or employer name \_\_\_\_\_  
 Name and type of plan \_\_\_\_\_  
 Account no. \_\_\_\_\_ In whose name \_\_\_\_\_  
 Lump sum value: \$ \_\_\_\_\_ Estimated monthly payment: \$ \_\_\_\_\_  
 Earliest date you are eligible to receive your pension benefit: \_\_\_\_\_  
 Vested ( ) Yes ( ) No
3. Company or employer name \_\_\_\_\_  
 Name and type of plan \_\_\_\_\_  
 Account no. \_\_\_\_\_ In whose name \_\_\_\_\_  
 Lump sum value: \$ \_\_\_\_\_ Estimated monthly payment: \$ \_\_\_\_\_  
 Earliest date you are eligible to receive your pension benefit: \_\_\_\_\_  
 Vested ( ) Yes ( ) No
4. Company or employer name \_\_\_\_\_  
 Name and type of plan \_\_\_\_\_  
 Account no. \_\_\_\_\_ In whose name \_\_\_\_\_  
 Lump sum value: \$ \_\_\_\_\_ Estimated monthly payment: \$ \_\_\_\_\_  
 Earliest date you are eligible to receive your pension benefit: \_\_\_\_\_  
 Vested ( ) Yes ( ) No

**LIFE INSURANCE**

*Client*

*Spouse*

Insurance company \_\_\_\_\_ Insurance company \_\_\_\_\_

Name of insured \_\_\_\_\_ Name of insured \_\_\_\_\_

Policy owner \_\_\_\_\_ Policy owner \_\_\_\_\_

Name(s) of beneficiary \_\_\_\_\_ Name(s) of beneficiary \_\_\_\_\_

\_\_\_\_\_

Type of insurance (term, whole life, etc) \_\_\_\_\_ Type of insurance (term, whole life, etc) \_\_\_\_\_

\_\_\_\_\_

Policy no. \_\_\_\_\_ Policy no. \_\_\_\_\_

Amount of policy \_\_\_\_\_ Amount of policy \_\_\_\_\_

Premium: \$ \_\_\_\_\_ per \_\_\_\_\_ Premium: \$ \_\_\_\_\_ per \_\_\_\_\_  
week/month/year week/month/year

Cash surrender value \$ \_\_\_\_\_ Cash surrender value \$ \_\_\_\_\_  
as of \_\_\_\_\_ as of \_\_\_\_\_

Is cash surrender value taxable? \_\_\_\_\_ Is cash surrender value taxable? \_\_\_\_\_

Loans against policy \_\_\_\_\_ Loans against policy \_\_\_\_\_

Is policy employer provided? \_\_\_\_\_ Is policy employer provided? \_\_\_\_\_

**BUSINESS INTERESTS  
(CORPORATIONS, PARTNERSHIPS, SOLE PROPRIETORSHIPS, ETC.)**

Name and type of business interest \_\_\_\_\_

Type of ownership interest \_\_\_\_\_

Value of interest \_\_\_\_\_

Initial investment and when \_\_\_\_\_

Additional amounts invested and when \_\_\_\_\_

**COMMUNITY PROPERTY  
(PROPERTY ACQUIRED WITH YOUR SPOUSE)**

Have you ever lived in a state which has a community property law (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, or Wisconsin?)

( ) Yes Provide details and the status of the assets brought into this state. \_\_\_\_\_

( ) No \_\_\_\_\_

**PERSONAL PROPERTY**

List all other items of personal property such as furniture, jewelry, gold, silver, collectibles, artwork, guns, furs, tools, etc. You can combine similar items. Do not include items of minimal value such as clothing but do include anything you expect there to be a disagreement about either as to who ends up with it or the value of the item. (Use additional sheets if necessary.)

Description of property	Estimated value	Date purchased or acquired

Total: \$ \_\_\_\_\_

**GIFTS**

Have you or your spouse made any substantial gifts in the past or place property in joint names with anyone other than your spouse?

- ( ) Yes Provide details \_\_\_\_\_
- ( ) No \_\_\_\_\_

## TRUST BENEFICIARIES

Are you or your spouse the beneficiary under any trust?

- ( ) Yes Provide details \_\_\_\_\_  
\_\_\_\_\_
- ( ) No \_\_\_\_\_

## MISCELLANEOUS

Use additional sheets as necessary.

Do you own or have access to any safe deposit boxes? \_\_\_\_\_ If yes, provide information on where it is located and a list of the contents: \_\_\_\_\_  
\_\_\_\_\_

Are any accounts, money, or assets being held for your benefit? \_\_\_\_\_ If yes, provide the amount, where it is held, and the reason it is being held: \_\_\_\_\_  
\_\_\_\_\_

Are you holding or acting as the custodian of any money, accounts, or assets for the benefit of someone else? \_\_\_\_\_ If yes, describe what it is, where it is located, and why you are holding it or acting as custodian: \_\_\_\_\_  
\_\_\_\_\_

Do you have any ownership interest in any type of business? \_\_\_\_\_ If yes, describe the business and what your ownership interests are: \_\_\_\_\_  
\_\_\_\_\_

Are there any other assets or income to which you are entitled, or to which you believe you will become entitled? \_\_\_\_\_ If yes, describe the assets, their value, and why you believe you are or will be entitled to them: \_\_\_\_\_  
\_\_\_\_\_

Are there any debts owed to you? \_\_\_\_\_ If yes, describe who owes the money, how much is owed, the amount and frequency of payments, the purpose of the loan, and the loan end date: \_\_\_\_\_  
\_\_\_\_\_

Are there any other items you own that have financial value such as electronic assets, season tickets, or electronic currency such as bitcoin? \_\_\_\_\_ If yes, describe the asset, where it is held and its current value as of a specific date: \_\_\_\_\_  
\_\_\_\_\_

Are there any outstanding court cases other than this one involving you, your spouse, or family members that may result in an award for or against you? \_\_\_\_\_ If yes, describe the case, where it is filed and the possible award or liability: \_\_\_\_\_  
\_\_\_\_\_

Are you aware of any assets being given away, sold, or hidden from you? \_\_\_\_\_ If yes, briefly explain \_\_\_\_\_

### LIABILITIES

\*Please indicate with an asterisk any accounts that you have reason to believe are delinquent.\*

#### **Credit cards, personal loans, student financial aid loans, other unsecured loans**

Include all loans that are for your benefit or that you are a co-signer on for another person. Use additional sheets if necessary.

1. Creditor \_\_\_\_\_ Account no. \_\_\_\_\_  
Type of indebtedness (credit card, etc.) \_\_\_\_\_  
Is the account current? ( ) Yes ( ) No  
Balance due \_\_\_\_\_ as of \_\_\_\_\_ Monthly payment \_\_\_\_\_  
Named borrowers \_\_\_\_\_  
Who will pay until the divorce is finalized? \_\_\_\_\_
2. Creditor \_\_\_\_\_ Account no. \_\_\_\_\_  
Type of indebtedness (credit card, etc.) \_\_\_\_\_  
Is the account current? ( ) Yes ( ) No  
Balance due \_\_\_\_\_ as of \_\_\_\_\_ Monthly payment \_\_\_\_\_  
Named borrowers \_\_\_\_\_  
Who will pay until the divorce is finalized? \_\_\_\_\_
3. Creditor \_\_\_\_\_ Account no. \_\_\_\_\_  
Type of indebtedness (credit card, etc.) \_\_\_\_\_  
Is the account current? ( ) Yes ( ) No  
Balance due \_\_\_\_\_ as of \_\_\_\_\_ Monthly payment \_\_\_\_\_  
Named borrowers \_\_\_\_\_  
Who will pay until the divorce is finalized? \_\_\_\_\_
4. Creditor \_\_\_\_\_ Account no. \_\_\_\_\_  
Type of indebtedness (credit card, etc.) \_\_\_\_\_  
Is the account current? ( ) Yes ( ) No  
Balance due \_\_\_\_\_ as of \_\_\_\_\_ Monthly payment \_\_\_\_\_  
Named borrowers \_\_\_\_\_  
Who will pay until the divorce is finalized? \_\_\_\_\_
5. Creditor \_\_\_\_\_ Account no. \_\_\_\_\_  
Type of indebtedness (credit card, etc.) \_\_\_\_\_  
Is the account current? ( ) Yes ( ) No  
Balance due \_\_\_\_\_ as of \_\_\_\_\_ Monthly payment \_\_\_\_\_  
Named borrowers \_\_\_\_\_  
Who will pay until the divorce is finalized? \_\_\_\_\_
6. Creditor \_\_\_\_\_ Account no. \_\_\_\_\_  
Type of indebtedness (credit card, etc.) \_\_\_\_\_  
Is the account current? ( ) Yes ( ) No  
Balance due \_\_\_\_\_ as of \_\_\_\_\_ Monthly payment \_\_\_\_\_  
Named borrowers \_\_\_\_\_



Who will pay until the divorce is finalized? \_\_\_\_\_

**Attach 3 most recent statement for all accounts.**

Delinquent indebtedness

Mortgage _____	How much? _____	How long overdue? _____
Property _____	How much? _____	How long overdue? _____
Income taxes _____	How much? _____	How long overdue? _____
Vehicle loan _____	How much? _____	How long overdue? _____
Other _____	How much? _____	How long overdue? _____

Business debts

What kind? \_\_\_\_\_ How much? \_\_\_\_\_ How long overdue? \_\_\_\_\_

Is anyone other than the spouse and identified children financially dependent on you?

( ) Yes Give details. \_\_\_\_\_  
( ) No

On your spouse?

( ) Yes Give details. \_\_\_\_\_  
( ) No

**COURT ORDERED FINANCIAL OBLIGATIONS**

Provide the following information for all court-ordered financial obligations including, not limited to, child or spousal support in a different case, garnishment, civil Judgment against you, and court-ordered fines, fees or restitution. Use additional sheets if necessary

Type of obligation: \_\_\_\_\_  
Payment amount: \$ \_\_\_\_\_ per \_\_\_\_\_  
Balance (if applicable): \$ \_\_\_\_\_ Estimated end date (if applicable) \_\_\_\_\_  
Court: \_\_\_\_\_ Case No. \_\_\_\_\_

**MISCELLANEOUS**

Have you ever filed for bankruptcy? \_\_\_\_\_ If yes, provide the date, case number, and current status of the bankruptcy. \_\_\_\_\_

Do you claim that any of the assets or debts that you listed are your separate property which means owned by you before the marriage or given as a gift or inheritance during the marriage?

\_\_\_\_\_ If yes, provide detailed information on which asset(s) or debt(s) and why you think they are your separate property. \_\_\_\_\_

\_\_\_\_\_ If there is any additional information regarding assets, debts, business interests, stocks, bonds, anticipated income, or any financially related information of any kind that has not been disclosed on this form, provide that information below. \_\_\_\_\_

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*The items checked below are needed to complete your divorce. Please collect the items that have been checked and bring in copies or originals as soon as possible.*

Items needed:

- (X) Tax returns with schedules and W2s for the last two years \_\_\_\_\_
- (X) Paycheck stubs — last two months \_\_\_\_\_
  - (X) You \_\_\_\_\_
  - (X) Your spouse - if available \_\_\_\_\_
- (X) Mortgage statement \_\_\_\_\_
- (X) Deed for marital home \_\_\_\_\_
- (X) Deed for any vacation properties \_\_\_\_\_
- (X) Deed for any income properties \_\_\_\_\_
- (X) Pension/Retirement account statement \_\_\_\_\_
  - (X) You \_\_\_\_\_
  - (X) Your spouse - if available \_\_\_\_\_
- (X) Car titles \_\_\_\_\_
- (X) Life insurance cash value statement \_\_\_\_\_
- (X) Investment account balance statements \_\_\_\_\_
- (X) Any appraisals for any owned real property (i.e., marital home, etc.) \_\_\_\_\_
- (X) Prenuptial or postnuptial agreements \_\_\_\_\_

You should review your credit report at [annualcreditreport.com](http://annualcreditreport.com). You receive three (3) free credit reports per year. I do not need a copy of your credit report unless there are problems with it. You should identify all joint debt and debt that you do not know about so that we can ensure that it is addressed in this process. All open accounts with balances should appear in the liabilities section whether they are joint debts or in your name, alone.