

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA**

PROCEEDINGS UNDER CHAPTER 13

CASE NO.

IN RE:

Debtor: _____

Case No: _____

INITIAL NOTICE OF REQUIRED DOCUMENTS

Pursuant to Local Rule 2083-1(A)(2) the Debtor(s) is required to serve upon the Trustee the following documents contemporaneously with the Debtor(s)' Chapter 13 Plan.

1. Evidence of the Debtor(s)' income, including copies of tax returns with attachments for the last three years preceding the filing of the Petition and the last three pay stubs received prior to filing.
2. Documentary proof of all claimed exemptions listed in Schedule C. Proof may include current tax bills, titles to motor vehicles, insurance policies.
3. A detailed inventory, including the age and estimated value of all personal property listed in Schedule B. Personal property includes, but is not limited, to jewelry, furniture, electronics, antiques, collectables, musical items, hobby and exercise equipment, and all intangible property.

In addition, the following documents are required to complete the Trustee's analysis of the Debtor(s)' case and must be received within 20 days of this Notice. Failure to comply in a timely fashion may result in unnecessary delays in confirmation and dismissal of the case.

1. Clear copies of Debtor(s)' social security card, government issued photo id and proof of legal permanent residency if applicable. Originals must be available at the 341 meeting for verification.
2. Evidence that unnecessary and unreasonable payroll deductions have been eliminated from the Debtor(s)'s pay stub or written explanation revealing why the deductions have not been eliminated.
3. Copies of all bank account statements, including but not limited, to savings and checking accounts, for the last three months preceding the filing of the Petition.
4. Detailed and notarized affidavits signed by all third parties financially assisting the Debtor(s)
5. Proof of Debtor(s)'s income from real property. Proof may include lease agreements or signed and notarized affidavits from tenants or roommates.

6. Proof of all mortgage and rental payments paid by Debtor(s) directly to creditors outside the plan. Proof may include copies of mortgage coupons and current lease agreements.
7. Copies of all homeowner association or condominium bills or coupons if payments to the homeowners or condominium associations are made through the plan.
8. Documentary proof of the value and payoff amount for all non-exempt real property.
9. Copies of all loan applications for financing or refinancing of real property, and for personal property costing in excess of \$10,000.00 or more, completed by Debtor(s) within the last year preceding the filing of the Petition.
10. Copies of all homeowners and automobile insurance policies, including riders attached thereto.
11. Copies of invoices, bills of sale or closing statements for all property valued at \$1,000.00 or more that has been sold or transferred within one year of the filing date of the Petition.
12. Tolling Agreements for all transfers, when applicable.
13. For self-employed Debtor(s), a complete Business Questionnaire; corporate tax returns for the last three years preceding the filing of the Petition; and all business bank account statements and copies of cancelled checks for three months preceding the filing date of the Petition through the date of this Notice.
14. For Debtors(s) who is an independent contractor and has no employees or sub-contractors, the Debtor(s) may submit a detailed, signed and notarized affidavit describing the nature of the business in lieu of the Business Questionnaire with supporting documentation. The Trustee reserves the right to request additional information or the submission of a Business Questionnaire at a future date.
15. If the Debtor(s) owns 5% or more of a business entity, the Debtor(s) must provide all documentation regarding the business, included but not limited to, documentary proof of the value of the Debtor(s) shares and a detailed explanation of the Debtor(s) ownership interest.

PLEASE SEND ALL PLAN PAYMENTS TO:

**Laurie K. Weatherford, Trustee
Post Office Box 1103
Memphis TN 38101-1103**