

Vanden Bos & Chapman, LLP  
319 SW Washington #520  
Portland, OR 97204  
503-241-4869

**INTAKE FORM #3 -  
CORPORATE/PARTNERSHIP/LIMITED LIABILITY COMPANY  
CH 7 INTAKE FORM**

**Questions?** Please refer to our Intake Instruction Sheet or make a list of questions. Your list can be discussed with your attorney either by phone or in the office.

**Please answer each question completely. If a question does not apply to entity, please fill in the initials “n/a” (not applicable) to let us know the question does not apply. We are unable to file a bankruptcy for entity unless we have all the information contained in this questionnaire.**

**ADDITIONAL PAGES**

Additional individual pages for each intake form, if needed, are available on our website at [http://www.vandenbos-chapman.com/client\\_section/intake\\_forms.htm](http://www.vandenbos-chapman.com/client_section/intake_forms.htm). Follow the instructions on the web page to locate and print the additional page(s) needed.

**IF YOU USE THE FILLABLE WORD FORMAT, YOUR ANSWERS  
WILL APPEAR IN BLUE.  
PLEASE DO NOT CHANGE THE BLUE FONT.**

## PRELIMINARY INFORMATION

### Debtor

Name of Business (including dba(s), etc.)			
Tax ID #:			
Street Address:			
City, State, Zip:			
Mailing Address (if different from above):			
City, State, Zip:			
Debtor's Website (URL):			
Name of Main Contact (authorized signor):			
Home Phone:		Work Phone:	
Cell Phone:		Fax Number:	
Email:			
Hours at Work (i.e., 8 am – 5 pm):		Days at work (i.e., Mon-Fri):	
OK to phone at work? Yes ___ No ___			
County of Residence (i.e., Multnomah, Washington):			
Name of 2nd contact person in case of emergency:			
Phone Number of emergency contact person:			

### Prior Bankruptcy

Has entity ever filed bankruptcy before: Yes ___ No ___	
If so, in what District/State?	When?
Which Chapter? Ch ___ Case No. _____	
Result: Discharged ___ Dismissed _____	

### Pending Bankruptcy of Business Partner or Affiliate

Are any bankruptcy cases pending or being filed by a business partner or an affiliate of the debtor? Yes ___ No ___		
Name of Debtor?		Relationship
District?	When?	Case No. (if known)

**9. Why is the case filed in *this district*? (Check one of the following.)**

<input type="checkbox"/> Debtor has had its domicile, principal place of business, or principal assets in this district for 180 days immediately preceding the date of this petition or for a longer part of such 180 days than in any other district.
<input type="checkbox"/> A bankruptcy case concerning debtor's affiliate, general partner, or partnership is pending in this district.

**10.**

Does the debtor own or have possession of any real property or personal property that needs immediate attention? Yes: <input type="checkbox"/> No. <input type="checkbox"/>
If YES, answer below for each property that needs immediate attention. Attach additional sheets if needed.
<b>Why does the property need immediate attention? (Check all that apply.)</b>
<input type="checkbox"/> It poses or is alleged to pose a threat of imminent and identifiable hazard to public health or safety. What is the hazard?
<input type="checkbox"/> It needs to be physically secured or protected from the weather.
<input type="checkbox"/> It includes perishable goods or assets that could quickly deteriorate or lose value without attention (for example, livestock, seasonal goods, meat, dairy, produce, or securities-related assets or other options).
<input type="checkbox"/> It poses or is alleged to pose a threat of imminent and identifiable hazard to public health or safety. What is the hazard? <input type="text"/>
Where is the property? <input type="text"/> (Number, Street, City, State & ZIP Code)

**11. Title and Full Name of Authorized Representative of Debtor that will sign the Bankruptcy Petition.**

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**ASSET INFORMATION**

Disclose all property, real and personal, which the debtor owns or in which the debtor has any other legal, equitable, or future interest. Include all property in which the debtor holds rights and powers exercisable for the debtor's own benefit. Also include assets and properties which have no book value, such as fully depreciated assets or assets that were not capitalized. In Schedule A/B, list any executory contracts or unexpired leases. Also list them on *Schedule G: Executory Contracts and Unexpired Leases* (Official Form 206G).

Be as complete and accurate as possible. If more space is needed, attach a separate sheet to this form. At the top of any pages added, write the debtor's name and case

number (if known). Also identify the form and line number to which the additional information applies. If any additional sheet is attached, include the amounts from the attachment in the total for the pertinent part.

For Part 1 through Part 11, list each asset under the appropriate category or attach separate supporting schedules, such as a fixed asset schedule or depreciation schedule, that gives the details for each asset in a particular category. List each asset only once. In valuing the debtor's interest, do not deduct the value of secured claims.

**PART 1 – Cash and Cash Equivalents:**

**(VBC 1)**

Yes: \_\_\_\_ No. \_\_\_\_ Does the debtor have any cash or cash equivalents (i.e., traveler's checks, uncashed checks)?

**(VBC 2)**

If YES, fill in the information below:

Cash on Hand	Current Value of Debtor's Interest

**(VBC 3)**

Yes: \_\_\_\_ No. \_\_\_\_ Deposits of money (i.e., checking, savings or other financial accounts, certificates of deposit, shares in credit unions, brokerage houses, and other similar institutions):

**How many bank accounts does Debtor have?** \_\_\_\_ Provide the following for each account:

Bank Name	Last 4 Digits of Acct#	Type of Account	Debtor or Other Business Name(s) on Account	Balance	Any Other Debts W/this Bank?	Type of Debt? (Loan, Credit Card, Line of Credit)
Example: OnPoint Credit Union	0154	Checking	Debtor & Platinum Co.	\$120.00	Yes	Car loan
<b>IF DEBTOR IS USING AN ADDITIONAL PAGE(S) AND ATTACHING IT BEHIND THIS ONE, PLEASE CHECK HERE _____. Number of additional pages attached: ____</b>						

**(VBC 4)**

Yes: ☐ No: ☐ Other cash equivalent (Identify all)

**PART 2 – Deposits and Prepayments:**

**(VBC 6)**

Yes: ☐ No: ☐ Does the debtor have any deposits or prepayments?

**(VBC 7)**

If YES, List Deposits, including security deposits and utility deposits below.

Description of Deposits, Including Name of Holder of Deposit	Amount

**(VBC 8)**

If YES, List Prepayments, including prepayments on executory contracts, leases, insurance, taxes, and rent.

Description of Deposits, Including Name of Holder of Prepayment	Amount

**PART 3 - Accounts Receivable**

**(VBC 10)**

Yes: ☐ No: ☐ Accounts receivable or commissions Debtor already earned. If NO, go to Part 4. If YES, list below:

**(VBC 11)**

Description:	Value:

**(PLEASE BRING AN ITEMIZATION OF DEBTOR'S CURRENT ACCOUNTS RECEIVABLE TO APPOINTMENT)**

**PART 4 - INVESTMENTS****(VBC – 13)**

Yes: \_\_\_\_ No: \_\_\_\_ Does the Debtor Own Any Investments?

**(VBC 14)**

Yes: \_\_\_\_ No: \_\_\_\_ Mutual Funds, bonds or publicly traded stocks (i.e., bond funds, investment accounts with brokerage firms, money market accounts):

How many accounts does Debtor have? \_\_\_\_ Provide the following for each account:

Institution or Issuer Name	Last 4 Digits of Acct #	Type of Account	Debtor or Other Business Name on Account	Balance	Any Other Debts W/this Financial Institution?	Type of Debt? (Loan, Credit Card)
Example: Ameriprise	0154	Money Market	Debtor	\$120.00	Yes	Credit Card

IF DEBTOR IS USING AN ADDITIONAL PAGE(S) AND ATTACHING IT BEHIND THIS ONE, PLEASE CHECK HERE \_\_\_\_\_. Number of additional pages attached: \_\_\_\_

**(VBC 15)**

Non-publicly traded stock and interests in incorporated and unincorporated businesses, including an interest in an LLC, partnership, and joint venture:

(a) Yes: \_\_\_\_ No: \_\_\_\_ Stocks. Debtor can use [www.cbsmarketwatch.com](http://www.cbsmarketwatch.com) for stock values)

Name	Number of Shares	Current Value (per share)

(b) Yes: \_\_\_\_ No: \_\_\_\_ Interests in any incorporated businesses:

Name of Business	Percentage of Interest

(c) Yes: \_\_\_\_ No: \_\_\_\_ Does Debtor have any Interests in partnerships:

Name of Partnership	Percentage of Interest	Who is other partner?

(VBC 16)

Yes: \_\_\_ No. \_\_\_ Government and corporate bonds and other negotiable and non-negotiable instruments (i.e., Negotiable instruments include personal checks, cashier's checks, promissory notes, and money orders; and Non-negotiable instruments are those Debtor cannot transfer to someone by signing or delivering them)

Name of Company	Value

#### PART 5 – Inventory, Excluding Agriculture Assets

(VBC 18)

Yes: \_\_\_ No. \_\_\_ Inventory. If NO, go to Part 6. If YES, list below:

Description:	Date of Last Physical Inventory	Net Book Value of Debtor's Interest	Valuation Method Used for Current Value	Current Value of Debtor's Interest
(VBC 19) Raw Materials				
(VBC 20) Work in Progress				
(VBC 21) Finished Goods*				
(VBC 22) Other Inventory or Supplies				

\*Including goods held for resale.

(VBC 24)

Yes: \_\_\_ No. \_\_\_ Is any of the property listed in Part 5 perishable?

(VBC 25)

Yes: \_\_\_ No. \_\_\_ Has any of the property listed in Part 5 been purchased within 20 days before the bankruptcy was filed? If YES, provide Book value, Valuation Method and Current Value:

(VBC 26)

Yes: \_\_\_ No. \_\_\_ Has any of the property listed in Part 5 been appraised by a professional within the last year?

**PART 6 - Farming and Fishing-Related Assets (Other Than Titled Motor Vehicles and Land)**

**(VBC 27)**

**Does Debtor own or have any legal or equitable interest in any farm- or commercial fishing-related property:**

**Yes: \_\_\_\_ No. \_\_\_\_ If No, go to Part 7. If Yes, continue to the next questions.**

**(VBC 28)**

**Yes: \_\_\_\_ No. \_\_\_\_ Crops - growing or harvested:**

<b>Description:</b>	<b>Value:</b>

**(VBC 29)**

**Yes: \_\_\_\_ No. \_\_\_\_ Farm animals (i.e., livestock, poultry, farm-raised fish):**

<b>Type of Animal:</b>	<b>Value:</b>	<b>Registered?</b>

**(VBC 30)**

**Yes: \_\_\_\_ No. \_\_\_\_ Farming machinery and equipment, [Other than titled motor vehicles]:**

<b>Description:</b>	<b>Value:</b>

**(VBC 31)**

**Yes: \_\_\_\_ No. \_\_\_\_ Farm and fishing supplies, chemicals and feed:**

<b>Description:</b>	<b>Value:</b>

<b>(VBC 32)</b>	
Yes: ____ No. ____ Other farming and fishing related property not already listed in Part 6:	
<b>Description:</b>	<b>Value:</b>

**PART 7 - Office furniture, fixtures, and equipment; and collectibles**

<b>(VBC 38)</b>
Yes: ____ No. ____ Does the Debtor own or lease any office furniture, fixtures, equipment, or collectibles? If NO, go to Part 8. If YES, fill in the information below

<b>(VBC 39)</b>	<b>Net Book Value of Debtor's Interest</b>	<b>Valuation Method Use for Current Value?</b>	<b>Current Value of Debtor's Interest</b>
<b>Office Furniture</b>			

<b>(VBC 40)</b>	<b>Net Book Value of Debtor's Interest</b>	<b>Valuation Method Use for Current Value?</b>	<b>Current Value of Debtor's Interest</b>
<b>Office Fixtures</b>			

<b>(VBC 41)</b>	<b>Net Book Value of Debtor's Interest</b>	<b>Valuation Method Use for Current Value?</b>	<b>Current Value of Debtor's Interest</b>
<b>Office Equipment (Including All Computer Equipment and Communication Systems Equipment and Software)</b>			

<b>(VBC 42)</b>			
<b>Collectibles (Antiques and figurines, paintings, prints, or other artwork; books, pictures, or other art objects, china and crystal; stamp, coin or baseball card collections; other collections, memorabilia, or collectibles)</b>	<b>Net Book Value of Debtor's Interest</b>	<b>Valuation Method Use for Current Value?</b>	<b>Current Value of Debtor's Interest</b>

**(VBC 44)**

Yes: ☐ No: ☐ Is a depreciation schedule available for any of the property listed in Part 7?

**(VBC 45)**

Yes: ☐ No: ☐ Has any of the property listed in Part 7 been appraised by a profession within the last year?

## **PART 8 – Machinery, Equipment and Vehicles**

**(VBC 46)**

Yes: ☐ No: ☐ Does the debtor own or lease any machinery, equipment, or vehicles? If NO, go to Part 9. If YES, fill in the information below.

**(VBC 47)**

Yes: ☐ No: ☐ Cars, vans, trucks, tractors, sport utility vehicles, motorcycles.

If Yes - Complete Below

(Go online to <http://www.kbb.com/> to obtain the valuation of Debtor's car(s) directly from Kelley Blue Book, print the valuation and bring it to the appointment. If Debtor does not have internet access, then Debtor can call the Multnomah County Library Reference Desk at 503-988-5234 and tell them you want the wholesale and retail blue book value on your vehicle. Have the person that knows the most about the car make the call.)

**Please complete ALL information describing Debtor's Vehicle(s) including Motorcycles, RV's, Trailers etc.**

<b>(VBC 47.1)</b>					
<b>Provide:</b>	<b>Example:</b>	<b>Vehicle 1</b>	<b>Vehicle 2</b>	<b>Vehicle 3</b>	<b>Vehicle 4</b>
Make	Acura				
Model	3.2 TL				
Year	2004				
Mileage	10,000				
Date of Purchase	12/14/2009				

<b>(VBC 47.1)</b>					
<b>Provide:</b>	<b>Example:</b>	<b>Vehicle 1</b>	<b>Vehicle 2</b>	<b>Vehicle 3</b>	<b>Vehicle 4</b>
Trade-in-Value	\$6,000				
Private Party Value	\$7,000				
Names on Title	John & Jane Doe				
Name of Lender	US Bank				
Current Balance Owning to Lender	\$7,000				
Current Net Book Value of Debtor's Interest	List depreciation value from tax return for each vehicle				
Valuation Method Used for Current Value	Kelley-Blue Book or other source				
Current Value of Debtor's Interest	Percentage of Corporation's interest in vehicle				
<b>Keep or Return</b>	Keep				

**(VBC 48)**

Yes: \_\_\_\_ No. \_\_\_\_ **Watercraft, trailers, motors, and related accessories. Boats, trailers, motors, floating homes, personal watercraft, and fishing vessels. If Yes - Complete Below**

**(Go online to <http://www.nadaguides.com/Boats> to obtain the valuation of Debtor's boat(s) directly from the Nada**

**Guide, print the valuation and bring it to the appointment. If Debtor does not have internet access, then Debtor can call the Multnomah County Library Reference Desk at 503-988-5234 and tell them you want the wholesale and retail blue book value on Debtor's boat. Have the person that knows the most about the boat make the call.)**

<b>(VBC 48.1)</b>					
<b>Provide:</b>	<b>Example:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Make	Marine Trader				
Model	35 Sundeck Trawler				
Year	1987				
Type	Trawler				
Date of Purchase	12/14/2009				
(No. of Hours)	4900				
Trade-in-Value	\$35,000				

<b>(VBC 48.1)</b>					
<b>Provide:</b>	<b>Example:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Private Party Value	\$39,000				
Names on Title	John & Jane Doe				
Name of Lender	US Bank				
Current Balance Owning to Lender	\$7,000				
Current Net Book Value of Debtor's Interest	List depreciation value from tax return for each vehicle				
Valuation Method Used for Current Value	Nada Guide or other source				
Current Value of Debtor's Interest	Percentage of Corporation's interest in vehicle				
Keep or Return	Keep				

**(VBC 49)**

**Yes: \_\_\_ No. \_\_\_ Aircraft and Accessories. If Yes - Complete Below**

(Go online to [FAA Registry - Aircraft - Name Inquiry](#) to obtain the registry information of Debtor's aircraft directly from the FAA, print the information and bring it to appointment.

<b>(VBC 49.1)</b>					
<b>Provide:</b>	<b>Example:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Manufacturer	Cessna 207				
Model	Stationair Aircraft				
Year					
US Registration No.	N75AK				
Date of Purchase	05/05/15				
Mfg. Serial No.	20000400				
(No. of Hours)	4,000				
Trade-in-Value	175,000				
Private Party Value	185,000				

<b>(VBC 49.1)</b>					
<b>Provide:</b>	<b>Example:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Names on Title	John & Jane Doe				
Name of Lender	US Bank				
Current Balance Owing to Lender	\$160,000				
Current Net Book Value of Debtor's Interest	List depreciation value from tax return for each vehicle				
Valuation Method Used for Current Value	Nada Guide or other source				
Current Value of Debtor's Interest	Percentage of Corporation's interest in vehicle				
<b>Keep or Return</b>	Keep				

**(VBC 50)**

Yes: ☐ No: ☐ Other machinery, fixtures, and equipment (excluding farm machinery and equipment). If Yes - Complete Below

<b>(VBC 50)</b>					
<b>Provide:</b>	<b>Example:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Description	Forklift				
Age	10 years				
Date of Purchase	05/05/15				
Value	\$1,000				
Name of Lender	US Bank				
Current Balance Owing to Lender	\$1,500				
Current Net Book Value of Debtor's Interest	List depreciation value from tax return for each vehicle				
Valuation Method Used for Current Value	Nada Guide or other source				

<b>(VBC 50)</b>					
<b>Provide:</b>	<b>Example:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Current Value of Debtor's Interest	Percentage of Corporation's interest in vehicle				
<b>Keep or Return</b>	Keep				

**(VBC 52)**

Yes: ☐ No. ☐ Is a depreciation schedule available for any of the property listed in Part 8? If YES, please bring to appointment.

**(VBC 52)**

Yes: ☐ No. ☐ Has any of the property listed in Part 8 been appraised by a professional within the last year? If YES, please bring to your appointment.

**PART 9 – Real Estate.**

**(VBC 54)**

Yes: ☐ No. ☐ Does the debtor own or lease any real property? If NO, go to PART 10. If YES, Complete Below

**(VBC 55)**

Yes: ☐ No. ☐ **Any Building, other improved real estate, or land which the debtor owns or in which the debtor has an interest.**

<b>(VBC 55(a))</b>				
<b>Description and Location of Property</b> (Include Street address or other description such as Assessor Parcel No. (APN) and type of property, i.e., acreage, factory, warehouse, apartment or office building, if available.)	<b>Nature and Extent of Debtor's Interest in Property</b>	<b>Net book Value of Debtor's Interest</b>	<b>Valuation Method Used for Current Value</b>	<b>Percentage of Corporation's Interest in Property</b>

(VBC 55. (b))

Yes:      No.      Any Building, improved real estate or land debtor has an interest. If YES, list below.

(VBC 55(b)(1))

Description and Location of Property (Include Street address or other description such as Assessor Parcel No. (APN) and type of property, i.e., acreage, factory, warehouse, apartment or office building, if available.)	Nature and Extent of Debtor's Interest in Property	Net book Value of Debtor's Interest	Valuation Method Used for Current Value	Percentage of Corporation's Interest in Property

(VBC 55c)

Name(s) on title to Real Estate or Lease:

Provide Name and Mailing Address of any Co-Owners:

Co-Owner(s)' Percentage of Interest:

Mark the blank line(s) that apply regarding lien(s) on the real estate:

     First Mortgage;      Second Mortgage;      Third Mortgage;      HOA;      Delinquent Property Taxes;      Tax Lien;      Judgment Lien

**NOTE: DEBTOR WILL PROVIDE THE INFORMATION REGARDING THE BLANK LINE(S) CHECKED IN THE "CREDITORS SECURED BY REAL PROPERTY" SECTION OF THIS INTAKE FORM.**

Any attempts to sell? Yes:      No.     . If yes, lowest price listed for sale? \$             . When?

When did Debtor purchase the property? Date:                                 

(VBC 57)

Yes:      No.      Is a depreciation schedule available for any of the property listed in Part 9? If YES, please bring to appointment.

(VBC 58)

Yes:      No.      Has any of the property listed in Part 9 been appraised by a professional within the last year? If YES, please bring to appointment.

## PART 10 - Intangibles and intellectual property

(VBC 59)

Yes: ☐ No: ☐ Patents, copyrights, trademarks, trade secrets and other intellectual property (i.e., Internet domain names, websites, proceeds from royalties and licensing agreements). If NO, go to Part 11. If YES, list below.

Yes: ☐ No: ☐ Patents, copyrights, trademarks, and trade secrets:

(VBC 60)			
General Description	Net book Value of Debtor's Interest	Valuation Method Used for Current Value	Percentage of Corporation's Interest in Property

Yes: ☐ No: ☐ Internet domain names and websites:

(VBC 61)			
General Description	Net book Value of Debtor's Interest	Valuation Method Used for Current Value	Percentage of Corporation's Interest in Property

Yes: ☐ No: ☐ Licenses, franchises, and royalties:

(VBC 62)			
General Description	Net book Value of Debtor's Interest	Valuation Method Used for Current Value	Percentage of Corporation's Interest in Property

Customer lists, mailing lists, or other compilations:

(VBC 63)			
General Description	Net book Value of Debtor's Interest	Valuation Method Used for Current Value	Percentage of Corporation's Interest in Property

Other intangibles, or intellectual property:

(VBC 64)			
General Description	Net book Value of Debtor's Interest	Valuation Method Used for Current Value	Percentage of Corporation's Interest in Property

(VBC 64)		Valuation Method Used for Current Value	Percentage of Corporation's Interest in Property
General Description	Net book Value of Debtor's Interest		

**Goodwill:**

(VBC 65)		Valuation Method Used for Current Value	Percentage of Corporation's Interest in Property
General Description	Net book Value of Debtor's Interest		

<b>(VBC 67)</b> Yes: <input type="checkbox"/> No. <input type="checkbox"/> Do Debtor's lists or records include personally identifiable information of customers
<b>(VBC 68)</b> Yes: <input type="checkbox"/> No. <input type="checkbox"/> Is there an amortization or other similar schedule available for any of the property listed in Part 10?
<b>(VBC 69)</b> Yes: <input type="checkbox"/> No. <input type="checkbox"/> Has any of the property listed in Part 10 been appraised by a professional within the last year?

**PART 11 – All Other Assets.**

<b>(VBC 70)</b> Yes: <input type="checkbox"/> No. <input type="checkbox"/> Does the Debtor own any other assets that have not yet been reported on this form? (Include all interests in executory contracts and unexpired leases not previously reported on this form.) If NO, go to Part 12. If YES, list below.
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<b>(VBC 71)</b> Yes: <input type="checkbox"/> No. <input type="checkbox"/> Notes receivable.
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(VBC 71(a))			
General Description (Include Name of Obligor)	Total Face Amount	Doubtful or Uncollectible Amount	Percentage of Corporation's Interest in Property

**(VBC 72)**

Yes: ☐ No: ☐ Tax refunds and unused net operating losses (NOLs)

<b>(VBC 72(a))</b>			
<b>General Description (i.e., federal, state, local))</b>	<b>Amount</b>	<b>Tax Year</b>	<b>Percentage of Corporation's Interest</b>

**(VBC 73)**

Yes: ☐ No: ☐ Interests in insurance policies or annuities. If YES, Debtor's Percentage of Interest.

**(VBC 74)**

Yes: ☐ No: ☐ Claims against third parties, whether or not Debtor has filed a lawsuit or made a demand for payment (i.e., accidents, employment disputes, insurance claims or other rights to sue):

<b>(VBC 74(a))</b>		
<b>Nature of Claim:</b>	<b>Amount Requested:</b>	<b>Percentage of Corporation's Interest</b>

**(VBC 75)**

Yes: ☐ No: ☐ Other contingent and unliquidated claims or causes of action of every nature, including counterclaims of the Debtor and rights to set off claims:

<b>(VBC 75(a))</b>		
<b>Nature of Claim:</b>	<b>Amount Requested:</b>	<b>Percentage of Corporation's Interest</b>

(VBC 76)

Yes: ☐ No. ☐ Interest in a trust(s), equitable or future interests in property:

(VBC 76(a))

Describe:	Value:	Percentage of Corporation's Interest

(VBC 77)

Yes: ☐ No. ☐ Other property of any kind not already listed *Examples: Season tickets, country club membership*

(VBC 77(a))

Describe:	Value:	Percentage of Corporation's Interest

(VBC 79)

Yes: ☐ No. ☐ Has any of the property listed in Part 11 been appraised by a professional within the last year?

(VBC 80)

Title of Person who will sign bankruptcy petition on behalf of Corporation or LLC: \_\_\_\_\_

## LIABILITIES / CREDITORS AND DEBTS

PROVIDE THE FOLLOWING INFORMATION ABOUT ALL OF DEBTOR'S DEBTS AND CREDITORS, INCLUDING DEBTS OWED TO SURETY COMPANY(IES) FOR BOND INDEMNIFICATION, SHAREHOLDER, INSIDERS, etc., ("Insiders" include officers, directors, and anyone in control of a corporate debtor and their relatives; general partners of a partnership debtor and their relatives; affiliates of the debtor and insiders of such affiliates; and any managing agent of the debtor. 11 U.S.C. § 101(31). It is important that we include all of Debtor's creditors on the schedules because amending Debtor's schedules to add a creditor(s) requires an additional fee.

PLEASE NOTE: DEBTOR MUST PROVIDE US WITH A COMPLETE CORRESPONDENCE ADDRESS (NOT PAYMENT ADDRESSES) FOR EVERY CREDITOR, INCLUDING ZIP CODE.

**INCOMPLETE ADDRESSES OR PAYMENT ADDRESSES WILL PREVENT US FROM COMPLETING DEBTOR'S PAPERWORK OR MAY RESULT IN REJECTION OF DEBTOR'S SCHEDULES BY THE BANKRUPTCY COURT AND DELAY IN THE FILING OF DEBTOR'S CASE.**

**PART 1 – SECURED CREDITORS - Creditors Who Have Claims Secured by Property**

**CREDITORS SECURED BY REAL PROPERTY**  
 (Trust Deeds, Mortgages, Judgment Liens, Tax Liens; HOA; Divorce Liens)

IF DEBTOR IS USING AN ADDITIONAL PAGE(S) AND ATTACHING THAT PAGE(S) BEHIND THIS ONE, PLEASE CHECK HERE. ☐ Number of additional pages attached:           .

	<b>REAL PROPERTY NO. 1</b> - Street Address of Property No: <u>      </u> :
	Brief Description of Property (i.e., Residence, Rental, Commercial, Bare Land, Tri-Plex, etc.):
	Property Fair Market Value: \$ <u>                  </u> .

	<u>REAL PROPERTY NO. 1</u>	Complete Correspondence/ Inquiry Address of Creditor	City, State & Zip	Relationship
Lienholder(s)	Secured Creditor's Name			
	Bank of America	123 Main St	lone, CA 96671	None
Lienholder 1				
Lienholder 2				
Lienholder 3				

<u>REAL PROPERTY NO. 1</u> Information to be Provided	Example	Lienholder 1	Lienholder 2	Lienholder 3
Nature of Lien (Trust Deed / Mortgage/HOA / Judgment/Tax Lien)	Trust Deed			
1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> Mortgage	1st Mortgage			
Original Amount of Mortgage /Judgment / Lien	\$200,000;			
Date of Mortgage / Judgment / Lien	10/10/05			
Judgment – Court & Case No.	Multnomah Circuit / 10cv12345			
Account No.	12536478-02			
Interest Rate	6.75%			
Current Balance	30,000.00			
Monthly Payment	550.00			
Current?	No			
If Behind - How many months?	2 months			

<b>REAL PROPERTY NO. 1</b> Information to be Provided	<b>Example</b>	<b>Lienholder 1</b>	<b>Lienholder 2</b>	<b>Lienholder 3</b>
Keep or Return	Keep			

<b>Co-Signor/Guarantor Name</b>	<b>Address</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
Example: Donald Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Son

<b>Real Property No. 1: Account No. on Property Tax Statement:</b>
<b>Real Market Value per Property Tax Statement: \$ _____.</b>
<b>Amount of Yearly Property Taxes: \$ _____. Is Debtor current? Yes: ____ No. ____</b>
<b>If the property taxes are not current, how much is owed the County? \$ _____.</b>
<b>Are property taxes included in the mortgage payment? Yes ____ No. ____</b>
<b>Is Debtor's insurance included in the mortgage payment? Yes: ____ No. ____</b>

	<b>REAL PROPERTY NO. 2</b> - Street Address of Property No: ____:
	Brief Description of Property (i.e., Residence, Rental, Commercial, Bare Land, Tri-Plex, etc.):
	<b>Property Fair Market Value: \$ _____.</b>

<b>Lienholder</b>	<b>REAL PROPERTY NO. 2</b> <b>Secured Creditor's Name</b>	<b>Complete Correspondence/Inquiry Address of Creditor</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
	Bank of America	123 Main St	Ione, CA 96671	None
Lienholder 1				
Lienholder 2				
Lienholder 3				

<b>REAL PROPERTY NO. 2</b> Information to be Provided	<b>Example</b>	<b>Lienholder 1</b>	<b>Lienholder 2</b>	<b>Lienholder 3</b>
<b>Nature of Lien (Trust Deed / Mortgage/HOA / Judgment/Tax Lien)</b>	Trust Deed			
<b>1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Mortgage</b>	1st Mortgage			
<b>Original Amount of Mortgage /Judgment / Lien</b>	\$200,000;			

<b>REAL PROPERTY NO. 2</b> Information to be Provided	<b>Example</b>	<b>Lienholder 1</b>	<b>Lienholder 2</b>	<b>Lienholder 3</b>
Date of Mortgage / Judgment / Lien	10/10/05			
Judgment – Court & Case No.	Multnomah Circuit / 10cv12345			
Account No.	12536478-02			
Interest Rate	6.75%			
Current Balance	30,000.00			
Monthly Payment	550.00			
Current?	No			
If Behind - How many months?	2 months			
Keep or Return	Keep			

<b>Co-Signor/Guarantor Name</b>	<b>Address</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
Example: Donald Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Son

<b>Real Property No. 2: Account No. on Property Tax Statement:</b>
<b>Real Market Value per Property Tax Statement: \$ _____.</b>
<b>Amount of Yearly Property Taxes: \$ _____. Is Debtor current? Yes: ____ No: ____</b>
<b>If the property taxes are not current, how much is owed the County? \$ _____.</b>
<b>Are property taxes included in the mortgage payment? Yes ____ No. ____</b>
<b>Is Debtor's insurance included in the mortgage payment? Yes: ____ No. ____</b>

	<b>REAL PROPERTY NO. 3 - Street Address of Property No: ____:</b>
	Brief Description of Property (i.e., Residence, Rental, Commercial, Bare Land, Tri-Plex, etc.):
	<b>Property Fair Market Value: \$ _____.</b>

<b>Lienholder</b>	<b>REAL PROPERTY NO. 3</b> Secured Creditor's Name	<b>Complete Correspondence/Inquiry Address of Creditor</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
	Bank of America	123 Main St	Ione, CA 96671	None
<b>Lienholder 1</b>				

<b>Lienholder</b>	<b><u>REAL PROPERTY NO. 3</u> Secured Creditor's Name</b>	<b>Complete Correspondence/Inquiry Address of Creditor</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
Lienholder 2				
Lienholder 3				

<b><u>REAL PROPERTY NO. 3</u> Information to be Provided</b>	<b>Example</b>	<b>Lienholder 1</b>	<b>Lienholder. 2</b>	<b>Lienholder 3</b>
<b>Nature of Lien (Trust Deed / Mortgage/HOA / Judgment/Tax Lien)</b>	Trust Deed			
<b>1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Mortgage</b>	1st Mortgage			
<b>Original Amount of Mortgage /Judgment / Lien</b>	\$200,000;			
<b>Date of Mortgage / Judgment / Lien</b>	10/10/05			
<b>Judgment – Court &amp; Case No.</b>	Multnomah Circuit / 10cv12345			
<b>Account No.</b>	12536478-02			
<b>Interest Rate</b>	6.75%			
<b>Current Balance</b>	30,000.00			
<b>Monthly Payment</b>	550.00			
<b>Current?</b>	No			
<b>If Behind - How many months?</b>	2 months			
<b>Keep or Return</b>	Keep			

<b><u>Real Property No. 3:</u> Account No. on Property Tax Statement:</b>
<b>Real Market Value per Property Tax Statement: \$ _____.</b>
<b>Amount of Yearly Property Taxes: \$ _____. Is Debtor current? Yes: ____ No. ____</b>
<b>If the property taxes are not current, how much is owed the County? \$ _____.</b>
<b>Are property taxes included in the mortgage payment? Yes ____ No. ____</b>
<b>Is Debtor's insurance included in the mortgage payment? Yes: ____ No. ____</b>

**CREDITORS SECURED BY PERSONAL PROPERTY**  
(i.e., cars, boats, equipment, etc.)

**2.1 Vehicles:**

<b>Vehicle - Brief Description</b>	<b>Secured Creditor / Lienholder's Name</b>	<b>Complete Correspondence/ Inquiry Address of Creditor</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>

<b>Vehicle - Brief Description</b>	<b>Secured Creditor / Lienholder's Name</b>	<b>Complete Correspondence/ Inquiry Address of Creditor</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
Vehicle No. ____: <b>2015 Acura</b>	Bank of America	123 Main St	Ione, CA 96671	Insider
<b>Vehicle 1:</b>				
<b>Vehicle 2:</b>				
<b>Vehicle 3:</b>				
<b>Vehicle 4:</b>				

<b>Provide:</b>	<b>Example:</b>	<b>Vehicle 1</b>	<b>Vehicle 2</b>	<b>Vehicle 3</b>	<b>Vehicle 4</b>
Date of Purchase	12/14/04				
Loan/Acct No.	123456789				
Current Balance Owing to Lender	\$17,000				
Value of Collateral that support this claim	\$6,500				

<b>Co-Signor/Guarantor Name</b>	<b>Address</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
Example: Jane Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Insider

## 2.2 Watercraft, trailers, motors, and related accessories

<b>Brief Description</b>	<b>Secured Creditor / Lienholder's Name</b>	<b>Complete Correspondence/ Inquiry Address of Creditor</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
	Bank of America	123 Main St	Ione, CA 96671	Insider
<b>1:</b>				
<b>2:</b>				
<b>3:</b>				

Brief Description	Secured Creditor / Lienholder's Name	Complete Correspondence/ Inquiry Address of Creditor	City, State & Zip	Relationship
4:				

Co-Signor/Guarantor Name	Address	City, State & Zip	Relationship
Example: Jane Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Insider

## 2.3 Aircraft and Accessories

Brief Description	Secured Creditor / Lienholder's Name	Complete Correspondence/ Inquiry Address of Creditor	City, State & Zip	Relationship
	Bank of America	123 Main St	Ione, CA 96671	Insider
1:				
2:				
3:				
4:				

Co-Signor/Guarantor Name	Address	City, State & Zip	Relationship
Example: Jane Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Insider

## 2.4 Other machinery, fixtures, and equipment

Brief Description	Secured Creditor / Lienholder's Name	Complete Correspondence/ Inquiry Address of Creditor	City, State & Zip	Relationship
	Bank of America	123 Main St	Ione, CA 96671	Insider
1:				
2:				
3:				
4:				

Co-Signor/Guarantor Name	Address	City, State & Zip	Relationship
Example: Jane Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Insider

IF DEBTOR IS USING AN ADDITIONAL PAGE(s) AND ATTACHING THAT PAGE(s) BEHIND THIS ONE, PLEASE CHECK HERE.      Number of additional pages attached:     .

**PART 2 – SECURED CREDITORS – List others to be notified for the debt that Debtor listed in Part 1 of Secured Creditors (i.e., attorney representing or attempting to collect debt on behalf of secured creditor, collection agency, etc.)**

Lienholder's Name and Indicate Real Property 1, 2, etc.	Name & Address of Others trying to collect same debt	City, State & Zip	Relationship
Bank of America Real Property 1	Jeffrey House Attorney at Law 777 SW Low Street	Portland, OR 97221	Attorney for Bank of America

Lienholder's Name and Briefly Describe Personal Property	Name & Address of Others trying to collect same debt	City, State & Zip	Relationship
Jim and Hannah Brown 2010 Acura	John Price Attorney at Law 777 SW Hill Street	Portland, OR 97221	Attorney for Jim and Hannah Brown

## CREDITORS WHO HAVE PRIORITY AND UNSECURED CLAIMS

**Part 1 is for Creditors with Priority Claims (i.e. Domestic support obligations, Taxes and certain other debts owed to the government; Claims (if any) for death or personal injury due to intoxication).**

### PRIORITY CREDITORS

#### PART 1:

##### Taxing Authorities Information

What is the fiscal year end of the entity's tax year?
When the entity files tax returns in April, what is expected: ____ a Refund; ____ To pay; ____ Break even;
<b>If the entity expects a refund - How much for federal? \$ _____. How much for state? \$ _____. Has entity received either or both refunds? Yes: ____ No: ____</b>
If the entity expects to pay, how much to each? <b>Federal: \$ _____ State: \$ _____.</b>
Did the entity receive an income tax refund for the year before? Yes: ____ No: ____ <b>How much for federal? \$ _____ How much for state? \$ _____</b>
Is the entity entitled to a refund from any prior tax years? Yes: ____ No: ____ Amount: \$ _____ If Yes, What Year: _____ Federal: ____ State: ____ Name of State: _____
Has the entity filed all previous Federal Tax Returns? Yes: ____ No: ____ If No, which years have NOT been filed? ____ 2018 ____ 2017 ____ 2016 ____ 2015 ____ 2014 ____ 2013 ____ 2012 ____ 2011 ____ 2010 ____ 2009 ____ Prior to 2009

Does the entity owe money to the IRS for taxes? Yes: ____ No: ____ <b>Indicate below the Year, Amount Owed and whether or not a Federal Tax Lien has been filed against Debtor.</b>
--

Year	Amount Owed	Lien Filed?

Has the entity filed all previous State Tax Returns? Yes: ____ No: ____ If No, Which years have NOT been filed?			
____ 2018 ____ 2017 ____ 2016 ____ 2015 ____ 2014 ____ 2013 ____ 2012 ____ 2011 ____ 2010 ____ 2009 ____ Prior to 2009			
Does entity owe money to the State of Oregon (or other State(s)) for taxes? Yes: ____ No: ____ <b>Indicate below the State in which the tax was incurred, the Year, the Amount Owed and whether or not a State Tax Lien has been filed against Debtor.</b>			
State	Year	Amount Owed	Lien Filed?

Has the entity filed all other tax returns for any other taxing authority (i.e., City, County)? Yes: ____ No. ____ If No, which years have NOT been filed?			
____ 2018 ____ 2017 ____ 2016 ____ 2015 ____ 2014 ____ 2013 ____ 2012 ____ 2011 ____ 2010 ____ 2009 ____ Prior to 2009			
Does the entity owe money to any other taxing authority (i.e., City, County)? Yes: ____ No. ____ <b>Indicate below the City/County in which the tax was incurred, the Year, the Amount Owed and whether or not a Lien/Judgment has been filed against Debtor.</b>			
<b>City/County</b>	<b>Year</b>	<b>Amount Owed</b>	<b>Lien/Judgment Filed?</b>

Yes ____ No ____ <b>Does Debtor's business owe Back Wages, or Accrued Vacation and Sick Time to any employees?</b>					
<b>Employee's Name</b>	<b>Address</b>	<b>City, State and Zip</b>	<b>Back Wages</b>	<b>Value Vacation</b>	<b>Value Sick Time</b>

IF DEBTOR IS USING AN ADDITIONAL PAGE(s) AND ATTACHING IT BEHIND THIS ONE,  
PLEASE CHECK HERE. \_\_\_\_ Number of additional pages attached: \_\_\_\_.

List others to be notified for the debt that Debtor listed in Part 1 or 2 of Priority Creditors (i.e., attorney representing or attempting to collect debt on behalf of priority creditor, collection agency, etc.)

Priority Creditor's Name	Name & Address of Others trying to collect same debt	City, State & Zip	Relationship

**UNSECURED CREDITORS**  
(i.e., credit cards, loans, etc.)

**PLEASE NOTE:**

LIST ALL DEBTOR'S UNSECURED DEBTS, INCLUDING DEBTS OWED TO SURETY COMPANY(IES) FOR BOND INDEMNIFICATION, SHAREHOLDERS, INSIDERS, etc., ("Insiders" include officers, directors, and anyone in control of a corporate debtor and their relatives; general partners of a partnership debtor and their relatives; affiliates of the debtor and insiders of such affiliates; and any managing agent of the debtor. 11 U.S.C. § 101(31).) AND PROVIDE A COMPLETE CORRESPONDENCE ADDRESS (NOT PAYMENT ADDRESS) FOR EVERY CREDITOR, INCLUDING ZIP CODE. INCOMPLETE ADDRESSES OR PAYMENT ADDRESSES WILL PREVENT US

**FROM COMPLETING DEBTOR'S PAPERWORK OR MAY RESULT IN REJECTION OF DEBTOR'S SCHEDULES BY THE BANKRUPTCY COURT AND DELAY THE FILING OF DEBTOR'S CASE.**

<b>Unsecured Creditor's Name</b>	<b>Complete Correspondence / Inquiry Address of Creditor</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
Bank of America	123 Main St	Ione, CA 96671	None

<b>Account No.</b>	<b>Type of Debt (services, credit card, etc.)</b>	<b>Amount Owed</b>	<b>Judgments (List Court, Case # &amp; Date Entered)</b>
Example: 123-456-789-	services	\$10,000.00	Judgment; Multnomah County; 10/31/11
<b>Co-Signor Name</b>	<b>Address</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
Example: Jane Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Shareholder

<b>Unsecured Creditor's Name</b>	<b>Complete Correspondence / Inquiry Address of Creditor</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
Bank of America	123 Main St	Ione, CA 96671	None
<b>Account No.</b>	<b>Type of Debt (services, credit card, etc.)</b>	<b>Amount Owed</b>	<b>Judgments (List Court, Case # &amp; Date Entered)</b>
Example: 123-456-789-	services	\$10,000.00	Judgment; Multnomah County; 10/31/11
<b>Co-Signor Name</b>	<b>Address</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
Example: Jane Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Shareholder

Unsecured Creditor's Name	Complete Correspondence / Inquiry Address of Creditor	City, State & Zip	Relationship
Bank of America	123 Main St	Ione, CA 96671	None

Account No.	Type of Debt (services, credit card, etc.)	Amount Owed	Judgments (List Court, Case # & Date Entered)
Example: 123-456-789-	services	\$10,000.00	Judgment; Multnomah County; 10/31/11
Co-Signor Name	Address	City, State & Zip	Relationship
Example: Jane Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Shareholder

Unsecured Creditor's Name	Complete Correspondence / Inquiry Address of Creditor	City, State & Zip	Relationship
Bank of America	123 Main St	Ione, CA 96671	None
Account No.	Type of Debt (services, credit card, etc.)	Amount Owed	Judgments (List Court, Case # & Date Entered)
Example: 123-456-789-	services	\$10,000.00	Judgment; Multnomah County; 10/31/11
Co-Signor Name	Address	City, State & Zip	Relationship
Example: Jane Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Shareholder

Unsecured Creditor's Name	Complete Correspondence / Inquiry Address of Creditor	City, State & Zip	Relationship
Bank of America	123 Main St	Ione, CA 96671	None

Account No.	Type of Debt (services, credit card, etc.)	Amount Owed	Judgments (List Court, Case # & Date Entered)
Example: 123-456-789-	services	\$10,000.00	Judgment; Multnomah County; 10/31/11
Co-Signor Name	Address	City, State & Zip	Relationship
Example: Jane Doe	555 SW 5 <sup>th</sup>	Portland, OR 97205	Shareholder

IF DEBTOR IS USING AN ADDITIONAL PAGE(s) AND ATTACHING PAGE(s) BEHIND THIS ONE, PLEASE CHECK HERE.      Number of additional pages attached:     .

### PART 3

List Others to Be Notified About Unsecured Claims. List any others who must be notified for claims listed in Parts 1 and 2. Examples of entities that may be listed are collection agencies, assignees of claims listed above, and attorneys for unsecured creditors.

Unsecured Creditor's Name	Name & Address of Others trying to collect same debt	City, State & Zip	Relationship
Wells Fargo Bank	Jeffrey House Attorney at Law 777 SW Low Street	Portland, OR 97221	Attorney for Wells Fargo

## EXECUTORY CONTRACTS AND UNEXPIRED LEASES

Does Debtor have any leases or executory contracts? (Such as vehicle lease, office lease, furniture rental?) Yes: ____ No. ____ If Yes, please provide:			
<b>Creditor's Name</b>	<b>Complete Correspondence/Inquiry Address of Creditor Address</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
<b>Monthly payment: \$</b> _____		<b>; Time remaining on loan:</b> _____ Acct. No. _____	
Name(s) on Lease/Contract: _____			
Terms of the Lease/Contract: _____			
Type of Lease /Contract (building lease, equipment, etc.): _____			

<b>Creditor's Name</b>	<b>Complete Correspondence/Inquiry Address of Creditor Address</b>	<b>City, State &amp; Zip</b>	<b>Relationship</b>
<b>Monthly payment: \$</b> _____		<b>; Time remaining on loan:</b> _____ Acct. No. _____	
Name(s) on Lease/Contract: _____			
Terms of the Lease/Contract: _____			
Type of Lease /Contract (apartment, vehicle, etc.): _____			

**IF DEBTOR IS USING AN ADDITIONAL PAGE(S) AND ATTACHING THAT PAGE(S) BEHIND THIS ONE, PLEASE CHECK HERE. \_\_\_\_ Number of additional pages attached: \_\_\_\_.**

**PLEASE BRING COPIES OF LEASES AND EXECUTORY CONTRACTS TO DEBTOR'S APPOINTMENT.**

## CODEBTORS

List as codebtors all of the people or entities who are also liable for any debts listed by the debtor in the schedules of creditors, Schedules D-G. Include all guarantors and co-obligors. Identify the creditor to whom the debt is owed. If the codebtor is liable on a debt to more than one creditor, list each creditor separately. If more space is needed, copy the Additional Page, fill it out, and number the entries in the boxes on the left. Attach the Additional Page to this page. Answer every question.

<b>1. Does Debtor have any codebtors?</b> Yes: ____ No. ____		
<b>2. List all of Debtor's codebtors.</b>		
<b>Name of Codebtor</b>	<b>Address of Codebtor</b>	<b>Name of Creditor to Whom Debtor and Codebtor Owe the Debt</b>

## STATEMENT OF FINANCIAL AFFAIRS

Be as complete and accurate as possible. If more space is needed, attach a separate sheet to this form.

### PART 1

1. Gross Revenue from Business within the last 3 years (current year to date; prior year and prior year to that):

Identify the Beginning and Ending Dates of The Debtor's Fiscal Year, Which May Be a Calendar Year	Sources of Revenue	Gross Revenue (before deductions and exclusions)

**PLEASE BRING COPIES OF DEBTOR'S LAST TWO YEARS OF TAX RETURNS TO DEBTOR'S APPOINTMENT. THANK YOU.**

2. Non-business revenue (Include revenue regardless of whether that revenue is taxable. *Non-business income* may include interest, dividends, money collected from lawsuits, and royalties within the last 3 years (current year to date; prior year and prior year to that). List below each source and the gross revenue for each separately. Do not include revenue listed in No. 1.)

Sources of Revenue	Gross Revenue (before deductions and exclusions)

### PART 2 - List Certain Transfers Made Before Filing for Bankruptcy

3. Certain payments or transfers to creditors within 90 days before filing this case. List payments or transfers-- including expense reimbursements--to any creditor, other than regular employee compensation, within 90 days before filing this case unless the aggregate value of all property transferred to that creditor is less than \$6,425:

Creditor's Name and Address	Dates	Total Amount of Value	Reasons for Payment or Transfer
___ Secured Debt; ___ Unsecured Loan Repayment; ___ Suppliers or Vendors; ___ Service; ___ Other:			

Creditor's Name and Address	Dates	Total Amount of Value	Reasons for Payment or Transfer
___ Secured Debt; ___ Unsecured Loan Repayment; ___ Suppliers or Vendors; ___ Service; ___ Other:			

Creditor's Name and Address	Dates	Total Amount of Value	Reasons for Payment or Transfer
___ Secured Debt; ___ Unsecured Loan Repayment; ___ Suppliers or Vendors; ___ Service; ___ Other:			

Creditor's Name and Address	Dates	Total Amount of Value	Reasons for Payment or Transfer
<input type="checkbox"/> Secured Debt; <input type="checkbox"/> Unsecured Loan Repayment; <input type="checkbox"/> Suppliers or Vendors; <input type="checkbox"/> Service; <input type="checkbox"/> Other:			

4. List payments or transfers, including expense reimbursements, made within 1 year before filing this case on debts owed to an insider or guaranteed or co-signed by an insider unless the aggregate value of all property transferred to or for the benefit of the insider is less than \$6,425. Do not include any payments listed in No. 3. Insiders include officers, directors, and anyone in control of a corporate debtor and their relatives; general partners of a partnership debtor and their relatives; affiliates of the debtor and insiders of such affiliates; and any managing agent of the debtor. 11 U.S.C. § 101(31).

Name and Address of Insider	Relationship to Debtor	Payment Date	Payment Amount	Reason for Payment

5. Repossessions, foreclosures, and returns. List all property of the debtor that was obtained by a creditor within 1 year before filing this case, including property repossessed by a creditor, sold at a foreclosure sale, transferred by a deed in lieu of foreclosure, or returned to the seller. Do not include property listed in No. 6.

Creditor's Name and Address	Description of Property	Date	Value

6. Setoffs. List any creditor, including a bank or financial institution, that within 90 days before filing this case set off or otherwise took anything from an account of the debtor without permission or refused to make a payment at the debtor's direction from an account of the debtor because the debtor owed a debt.

Creditor's Name and Address	Describe Action Taken	Date Action Was Taken	Amount	Last 4 Digits of Acct. No.

### PART 3 - Legal Actions or Assignments

7. List the legal actions, proceedings, investigations, arbitrations, mediations, and audits by federal or state agencies in which the debtor was involved in any capacity-within 1 year before filing this case.

Case Title (Who Is Suing Debtor)	Case No.	Court & County Case is Filed	Nature of Case	Status (Case is pending, on appeal, etc.)

<b>Case Title (Who Is Suing Debtor)</b>	<b>Case No.</b>	<b>Court &amp; County Case is Filed</b>	<b>Nature of Case</b>	<b>Status (Case is pending, on appeal, etc.)</b>

**8. Assignments or Receivership.** List any property in the hands of an assignee for the benefit of creditors during the 120 days before filing this case and any property in the hands of a receiver, custodian, or other court-appointed officer within 1 year before filing this case.

<b>Name and Address of Creditor</b>	<b>Description of Property</b>	<b>Value</b>	<b>Case Title</b>	<b>Case No. and Date of Order</b>	<b>Court &amp; County Case is Filed</b>

**PART 4 – Gifts and Charitable Contributions.**

<b>Name and Address of Recipient</b>	<b>Relationship to Debtor</b>	<b>Description of Gift</b>	<b>Date Given</b>	<b>Value</b>

**PART 5: Certain Losses.**

<b>Describe the property Debtor lost and how the loss occurred:</b>
<b>Describe any insurance coverage for the loss (Include name of insurance company, claim number, amount received, amount of claim pending):</b>

Date of loss:
Value of Lost Property: \$
Was a police report filed? Yes: ___ No. ___

**PART 6: Certain Payments or Transfers.**

**11. List any payments of money or other transfers of property made by the debtor or person acting on behalf of the debtor within 1 year before the filing of this case to another person or entity, including attorneys, that the debtor consulted about debt consolidation or restructuring, seeking bankruptcy relief, or filing a bankruptcy case.**

Person Who was Paid (including address, email or website)	Person who Made the Payment if Not Debtor	Description and Value of Any Property	Date Payment of Transfer was Made	Amount of Payment Received

**12. Self-settled trusts of which the debtor is a beneficiary. List any payments or transfers of property made by the debtor or a person acting on behalf of the debtor within 10 years before the filing of this case to a self-settled trust or similar device. Do not include transfers already listed on this statement.**

Name of Trust	Description of the Property Transferred	Value	Date Transfer was Made	Name of Trustee

**13. Transfers not already listed on this statement. List any transfers of money or other property by sale, trade, or any other means made by the debtor or a person acting on behalf of the debtor within 2 years before the filing of this case to another person, other than property transferred in the ordinary course of business or financial affairs. Include both outright transfers and transfers made as security. Do not include gifts or transfers previously listed on this statement.**

Name and Address of Person Who Received Transfer	Person's Relationship to Debtor	Description of Property Transferred	Describe any Property or Payments Received or Debts Paid in Exchange	Date of Transfer	Value

**PART 7 – Previous Locations.**

**14. Previous Addresses.** List all previous addresses used by the debtor within 3 years before filing this case and the dates the addresses were used.

Previous Address	Beginning Date	Ending Date

**PART 8 – Health Care Bankruptcies**

**15. Is the debtor primarily engaged in offering services and facilities for:**  
\_\_\_ diagnosing or treating injury, deformity, or disease, or  
\_\_\_ providing any surgical, psychiatric, drug treatment, or obstetric care?

Name and Address of Facility	Nature of Business	Location of Patient Records	No. of Patients	Indicate if Records are Kept Electronically, by Paper and/or Both

**PART 9 – Personally Identifiable Information.**

**16. Does the debtor collect and retain personally identifiable information of customers?**  
Yes: \_\_\_ No. \_\_\_ If so, state the nature of the information collected and retained.

Nature of Information Collected	Does Debtor Have a Privacy Policy? (Answer Yes or No)

**17. Within 6 years before filing this case, have any employees of the debtor been participants in any ERISA, 401(k), 403(b) or other pension or profit-sharing plan made available by the debtor as an employee benefit?**

Is Debtor Plan Administrator (Answer Yes or No)	Has the Plan Been Terminated? (Answer Yes or No)	Name of Plan	EIN of Plan

**PART 10: Certain Financial Accounts, Safe Deposit Boxes, and Storage Units.**

**18. Within 1 year before filing this case, were any financial accounts or instruments held in the debtor's name, or for the debtor's benefit, closed, sold, moved, or transferred?**

Yes: ☐ No. ☐ (Include checking, savings, money market, or other financial accounts; certificates of deposit; and shares in banks, credit unions, brokerage houses, cooperatives, associations, and other financial institutions.)

Name and Address of Financial Institution	Last 4 digits of Account No.	Type of Account or Instrument (Checking, Savings, Money Market, etc.)	Date Account was Closed, sold, moved, or transferred	Last Balance before Closing or Transfer	What Did Debtor Do with the Money

**19. List any safe deposit box or other depository for securities, cash, or other valuables the debtor now has or did have within 1 year before filing this case.**

☐ No.  
☐ Yes. Fill in the details.

Name of Financial Institution and Address	Who else has or had access to it? Address (Number, Street, City, State and ZIP Code)	Describe Contents of the Box	Does Debtor Still Have It?

**20. List any property kept in storage units or warehouses within 1 year before filing this case. Do not include facilities that are in a part of a building in which the debtor does business.**

Name of Storage Facility And Address	Who Else Has or Had Access To It? Address (Number, Street, City, State and ZIP Code)	Describe the Contents	Does Debtor Still Have It?

**PART 11: Property the Debtor Holds or Controls That the Debtor Does Not Own.**

**21. Property held for another. List any property that the debtor holds or controls that another entity owns. Include any property borrowed from, being stored for, or held in trust. Do not list leased or rented property.**

Owner's Name and Address	Where is the Property Located (Provide Full Address)	Describe the Property	Value

**PART 12: Details About Environment Information.**

**Environmental Information.**

For the purpose of Part 12, the following definitions apply:

<u>X.</u>	<b><i>Environmental law</i></b> means any federal, state, or local statute or regulation concerning pollution, contamination, releases of hazardous or toxic substances, wastes, or material into the air, land, soil, surface water, groundwater, or other medium, including statutes or regulations controlling the cleanup of these substances, wastes, or material.
<u>X.</u>	<b><i>Site</i></b> means any location, facility, or property as defined under any environmental law, whether Debtor now owns, operates, or utilizes it or used to own, operate, or utilize it, including disposal sites.
<u>X.</u>	<b><i>Hazardous material</i></b> means anything an environmental law defines as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, contaminant, or similar term. Report all notices, releases, and proceedings that Debtor knows about, regardless of when they occurred.

Report all notices, releases, and proceedings that you know about, regardless of when they occurred.

**22. Has any governmental unit notified Debtor that Debtor may be liable or potentially liable under or in violation of an environmental law?**

Yes: ☐ No. ☐ - If Yes - please complete the following questions. If No. - Go to Question #23

Site Name & Address	Governmental Unit Name and Address	Environmental Law (if Debtor knows it)	Date of Notice

**23. Has Debtor notified any governmental unit of any release of hazardous material?**

Yes: ☐ No. ☐ - If Yes - please complete the following questions. If No. - Go to Question #24

Site Name & Address	Governmental Unit Name and Address	Environmental Law (if Debtor knows it)	Date of Notice

**24. Has Debtor been a party in any judicial or administrative proceeding under any environmental law? Include settlements and orders.**

Yes: ☐ No. ☐ - If Yes - please complete the following questions. If No. - Go to Question #25

Case Title and Case Number	Court or Agency Name and Address	Nature of the Case	Status of the Case (Pending, on appeal, Concluded)

## PART 13

### Details About Debtor's Business or Connections to Any Business

**25. Other businesses in which the debtor has or has had an interest. List any business for which the debtor was an owner, partner, member, or otherwise a person in control within 6 years before filing this case. Include this information even if already listed in the Schedules.**

(VBC 25(a))						Title Held in Business (President, Secretary, Partner, etc.,)	
<u>Full/Exact Name of Business #1</u>		Business Address		City, State & Zip			
Nature of Business	Percentage or Amount of Stock Owned	Membership Interest in Business	Beginning Date of Business	Ending Date of Business	Taxpayer ID	Type of Entity (i.e., Corporation, Limited Liability Company, Sole Proprietorship, etc.)	

(VBC 25(b))						Title Held in Business (President, Secretary, Partner, etc.,)	
<u>Full/Exact Name of Business #2</u>		Business Address		City, State & Zip			
Nature of Business	Percentage or Amount of Stock Owned	Membership Interest in Business	Beginning Date of Business	Ending Date of Business	Taxpayer ID	Type of Entity (i.e., Corporation, Limited Liability Company, Sole Proprietorship, etc.)	

(VBC 25(c))						Title Held in Business (President, Secretary, Partner, etc.,)	
<u>Full/Exact Name of Business #3</u>		Business Address		City, State & Zip			
Nature of Business	Percentage or Amount of Stock Owned	Membership Interest in Business	Beginning Date of Business	Ending Date of Business	Taxpayer ID	Type of Entity (i.e., Corporation, Limited Liability Company, Sole Proprietorship, etc.)	

IF DEBTOR IS USING AN ADDITIONAL PAGE(s) AND ATTACHING THAT PAGE(s) BEHIND THIS ONE, PLEASE CHECK HERE.      Number of additional pages attached:     .

**26. Books, records, and financial statements.**

**26(a) - List all accountants and bookkeepers who maintained the debtor's books and records within 2 years before filing this case.**

Name	Address	City, State, Zip	Beginning Date	Ending Date

**26(b) List all firms or individuals who have audited, compiled, or reviewed debtor's books of account and records or prepared a financial statement within 2 years before filing this case.**

Name	Address	City, State, Zip	Beginning Date	Ending Date

**26(c) List all firms or individuals who were in possession of the debtor's books of account and records when this case is filed.**

Name	Address	City, State, Zip	If Any Books of Account and Records Are Unavailable, Explain Why

**26(d) List all financial institutions, creditors, and other parties, including mercantile and trade agencies, to whom the debtor issued a financial statement within 2 years before filing this case.**

Name	Address	City, State, Zip

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**27. Inventories**

Have any inventories of the debtor's property been taken within 2 years before filing this case?

☐ No.

☐ Yes. Fill in the details.

Name of The Person Who Supervised the Taking of The Inventory	Date of Inventory	The Dollar Amount and Basis (Cost, Market, Or Other Basis) Of Each Inventory

**28. List the debtor's officers, directors, managing members, general partners, members in control, controlling shareholders, or other people in control of the debtor at the time of the filing of this case.**

Name	Address	Position and Nature of Interest	Percentage of Interest

**29. Within 1 year before the filing of this case, did the debtor have officers, directors, managing members, general partners, members in control of the debtor, or shareholders in control of the debtor who no longer hold these positions?**

Name	Address	Position and Nature of Interest	Period During Which Position or Interest Was Held

**30. Payments, distributions, or withdrawals credited or given to insiders Within 1 year before filing this case, did the debtor provide an insider with value in any form, including salary, other compensation, draws, bonuses, loans, credits on loans, stock redemptions, and options exercised?**

Name and Address Of Recipient	Amount of Money or Description and Value of Property	Dates	Reason For Providing the Value

**31. Within 6 years before filing this case, has the debtor been a member of any consolidated group for tax purposes? Yes: ☐ No. ☐ - If Yes, please complete the following questions. If No. - Go to Question #32**

Name of Parent Corporation	Employer Identification Number of the Parent Corporation

**32. Within 6 years before filing this case, has the debtor as an employer been responsible for contributing to a pension fund? Yes: ☐ No. ☐ - If Yes, please complete the following questions.**

Name of Parent Corporation	Employer Identification Number of the Parent Corporation

### 33. Special Circumstances or Emergencies

Yes	No	Question
		Is Debtor facing a foreclosure? <b>If Yes: Date of Foreclosure Sale:</b>
		Is Debtor being garnished or Debtor thinks Debtor soon will be?
		Does Debtor have IRS Liens or Debtor thinks Debtor soon will have?
		Has Debtor been sued or Debtor thinks Debtor soon will be?
		Does Debtor have a trial date scheduled within the next 90 days for any lawsuits pending against Debtor?
		Has Debtor taken any cash advances on Debtor's credit cards in the last 6 months? <b>If Yes - Approximate total: \$</b>
		Has Debtor done any balance transfers from one credit card to another within the last year?
		Has Debtor used your credit cards within the last ninety (90) days?
		Has the total owed on Debtor's credit cards gone up significantly in the last 6 months?
		Has Debtor obtained any credit cards in the last 6 months?
		Does Debtor have credits cards or loans with your current bank?
		Has Debtor ever paid dues to a Homeowners Association?
		Has any of Debtor's property been repossessed or does Debtor think it soon will be?
		Has Debtor taken out any payday loans? <b>If yes, be sure to list them in the unsecured creditor section.</b>
		Have any of Debtor's checks been dishonored for insufficient funds?
		Has Debtor had its domicile, principal place of business, or principal assets in this Oregon for 180 days immediately preceding the date of this petition or for a longer part of such 180 days than in any other district?
		<p>Do you have any unusual circumstances, questions, or comments you think should be brought to the lawyer's attention?</p> <p><b>Please describe:</b></p>

How did you find out about our office?						
Yellow Pages ad	Referral from Personal Friend	Internet	I Am Personal Friend of Attorney or Staff	Another Lawyer	Referral from Former Client	Other:
No	Provide Name:	Yes	Name of Attorney/ Staff Member:	Name of Lawyer:	Name of former Client:	No

**WHEN YOU HAVE COMPLETED THE FORM, SIGN IT AND BRING IT TO YOUR APPOINTMENT**

The answers to these questions are true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Name of Company)

DATE: \_\_\_\_\_

By: \_\_\_\_\_

Sign Here

Title: \_\_\_\_\_

\_\_\_\_\_  
Print Signor's Name Here