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**Re: Chapter 11: Corporate**

The list of documents and information set forth below, is that which is typically needed to prepare for a Chapter 11 bankruptcy filing.

1. All creditor invoices and collection agency correspondence and notices received within the prior ninety (90) days for all bills other than utilities (unless there is a utility bill default);
  - a. All loan documents related to any bank loan or merchant cash advance loan.
  - b. If the corporation owns real estate, all loan and mortgage documents.
2. A list of personal property (item by item) with a valuation for each item representing the current value of the item;
3. Current account statements (bank, brokerage, financial, pension, or other account) for the prior 6 months;
4. All insurance policy declarations and statement(s);
5. Motor vehicle, motorcycle, boat & other titles;
6. All deeds showing ownership of any real property;
7. Copy of all appraisals of any real property within last 2 years;
8. Prior two (2) years Federal income tax returns and amended returns; most recent balance sheet; and profit and loss statements. Year to date gross receipts for all businesses.
9. Copy of any foreclosure suit, other lawsuit or legal proceedings filed or pending within last year;
10. Copy of any current personal or real property lease(s);
11. Information or itemization of any other personal property or real property not otherwise provided;
12. List of any prior addresses in last three (3) years and dates of occupancy;
13. List of payments totaling in excess of \$8,757.00 to any single creditor within the prior 90 days and the date(s) and amount(s) of payment(s) made;
14. Monthly business budget and monthly cash flow projections for 6 months.