



## PROPERTY

This section guides you through questions about the different types of property that you own. Types of property include house or undeveloped land, vehicles, furniture and household appliances, financial accounts (checking, savings, stocks, bonds), taxes, retirement plans and insurance policies. You will also list properties that were sold, transferred, repossessed, foreclosed, seized or that you are holding for another person.

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### Step 1: Gather the following documents

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- Recent statements for all real estate showing balance owed on mortgage or other real estate loan.
- Recent documents showing the balance owed on any vehicle loans.
- Information regarding the sale of any real estate in the past ten years.
- Settlement statement showing sale price and amount you received.

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### Step 2: Enter Data

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#### Real Estate

List any real estate you own including:

- Homes, condos or town houses
- Rental Property
  - Property that you own but rent out to another person or company
- Burial Plots
- Undeveloped Land
- Farm Land – with and without a residence
- Any other type of real estate not already listed

If you have a mortgage or loan on a particular piece of real estate, be sure to list it right away by stating that the property is secured by a loan or that it has a mortgage.

#### Property You Rent

This applies if you rent your home (like an apartment) or if you rent space for your business. If you paid a security deposit, don't forget to list it as well.

#### Timeshares

Complete a separate record for each timeshare that you own.

#### Vehicles

List any vehicles you own including:

- Cars or Trucks
- Motorcycles
- Jet Skis
- Snowmobiles
- ARV's
- RV's
- Trailers
- Boats
- Aircraft


If you owe money on the vehicle simply click 'Yes' that the property is secured by a loan and you will be able to enter information regarding that loan.

## Common Property

When entering common property, do not list out each individual item that you own but simply give a grand total per category.

Your attorney may request that you list each item separately instead of combining by type. To add additional items at the bottom of the screen:

- Select the category from the dropdown list
- Enter property description, value and location
- Click Add Another to continue adding additional items

 **TIP:** *If the property is at your home address, simply check the 'This is located at my home address' box and it will auto-fill for you!*

## Financial accounts

List all financial accounts including:

- Checking and Savings Accounts
- Safe Deposit Boxes
- Mutual Funds
- Stocks
- Bonds
- Investment Accounts
  - Open, Closed and Transferred
- Annuities
- Educational IRAs and 529s
- CDs
- Money Markets
- Closed Accounts
- IRAs
- 401ks or Other Employment Sponsored Retirement Plans

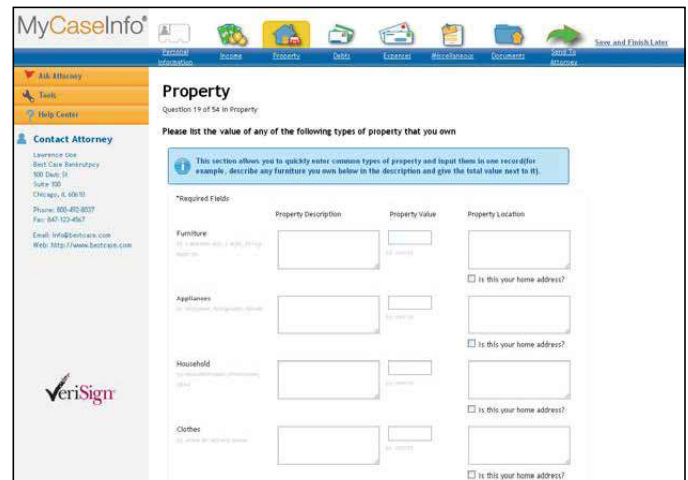
## Insurance Plans

List any insurance plans that you have including Life Insurance.

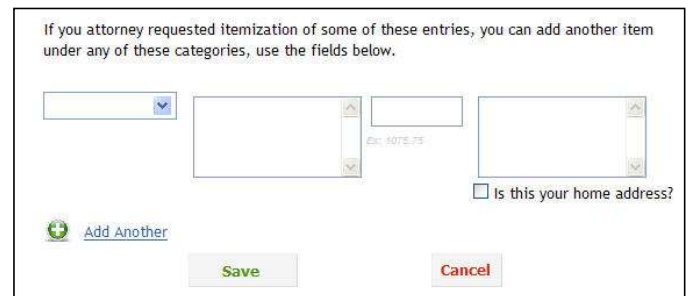
## Taxes

List tax information including:

- Tax refunds you have or expect to received
- Anyone who is entitled to part or all of your refund
- State or Federal taxes owed
  - Please list State and Federal separately.
- County, district or city taxes owed
  - Please list owed taxes separately.
- Tax Lien
  - Taxes owed resulted in a lien being placed on a piece of your property for Property, Income or IRS taxes.
- Upload documents -- You will be able to upload your tax records. See page 19 for more information.



**Common Property:** Enter the common property you own by category.



**Additional Common Property:** If your attorney requests your property to be itemized, list each piece by using Add Another.

### Other Government Owed Money

List money owed to the government other than taxes, including:

- Overpayment of benefits
- Withholding taxes in a business
- Small Business Administration

### Inheritances and Trusts

Inheritances and trusts that you have or might receive.

### Intellectual Property

Intellectual property, such as copyrights or patents that you own. Complete a record for each copyright and patent you have.

### Held or Borrowed Property

Property that you are holding or borrowing from another person but that you don't own.

### Property Own(ed)

Property you own(ed) that the following might have occurred:

- Transferred the property to another person or company within the last year by selling or giving it away.
  - If the property was transferred or given some claim to another person or business within the 120 days list it under 'Assignments'.
- Property that has been appointed to a disinterested third party (receiver) by a court or government agency to protect or collect assets that are subject to diverse claims.
  - Example: A receiver may be appointed by the FDIC for a failing bank or corporation.
- Property that was taken by a creditor to pay for a debt that you owe that creditor. This is also known as a setoff which is a creditor's right to reduce the amount of debt by an amount the debtor owes the creditor.
- Attached, garnished or seized property within the last year.
  - An attached property means that there is a lien against it but ownership still stays with owner.
  - A garnished property is one that the possession, ownership and control of the property is transferred to the creditor.
  - A seized property is where possession of the property is taken but ownership is still by the owner.
- Property that was foreclosed on, repossessed or returned within the last year.
  - Property that was taken to satisfy an obligation secured by the property taken.

### Other Property

Enter any property that you have that did not apply to a previously asked question.

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## Step 3: Review your Answers

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Edit or add any additional personal information. Congratulations! You have now completed the Property section. Click Done, to continue.