

INSTRUCTIONS FOR PREPARATION OF INVENTORY AND APPRAISEMENT

Client's Name: _____ Date: _____

General Instructions

Accurate information concerning property and debts is very important in divorce cases. Please fill out the attached form as completely as you can, drawing on any source of information to which you have access. Do not enlist your spouse's help unless I specifically permit it. **DO NOT LET ANYONE SEE THIS DOCUMENT. THIS PREPARATION OF YOUR INVENTORY and APPRAISEMENT IS A CONFIDENTIAL MATTER BETWEEN YOU AND YOUR ATTORNEY.** Be cautious: You and your spouse are now legal adversaries, and you should verify all information on your own. When it comes to questions of present value of property, you should make your own independent estimate.

The attached form provides for only a few items under each type of property. If you need to provide additional information, photocopy an extra page or use a separate piece of paper and number the information as it is numbered on the inventory. If you do not know the answer to an item, do not leave it blank; write "I don't know" or give us as much information as possible.

This task will not be easy. Do not expect to complete the form in one sitting. Be assured, however, that your effort is necessary and worthwhile.

Definitions

Separate Property - Property acquired by a spouse before marriage and property a spouse acquired individually during marriage by gift or inheritance or as a result of a personal injury are considered to be separate property of that spouse. If either you or your spouse has any property you think is separate property, complete the section on Separate Property. This also includes any gifts you may have received from your spouse.

Community Property - All property that is not proven to be separate property is presumed to be community property.

Fair Market Value - A generally accepted definition of fair market value is the price at which the asset would change hands between a willing seller, under no compulsion to sell, and a willing buyer, under no compulsion to buy, with both parties having reasonable knowledge of the relevant facts. Use this value whenever possible. If an asset has no fair market value, state the actual value

of the asset to you considering its present condition.

Copies of Documents

If an asset has a statement of account, return a copy of the current statement of account with this Inventory. If an asset has a title document (deed, deed of trust, certificate of title to a motor vehicle), return a copy of that document with this Inventory. If an asset has any documentation that can clearly identify it, return a copy with this Inventory.

Here is a checklist of some of the copies of items you should return with this Inventory:

1. Financial institution statements;
2. Bank statements;
3. Annuity statements;
4. IRA statements;
5. Retirement account statements;
6. SEP statements;
7. Certificates of Deposit;
8. Life insurance policies and premium notices;
9. Brokerage account statements;
10. Deeds;
11. Deeds of Trust;
12. Mortgage company payment coupon books (usually the most recent page is enough);
13. Certificates of Title to motor vehicles;
14. Stock certificates;
15. Last statement from each creditor, including credit card statements;
16. Appraisals, if any on real property, jewelry, or other personal property items;
17. Any other documents which identify any asset or debt.

Full Disclosure

Finally, I will rely on this Inventory in your case. If you omit any asset or debt, the court could set it aside to your spouse now or at a later date. If you omit a liability, you may be solely responsible for that debt. By your signature on the Inventory, you verify to me that these are the

assets and liabilities of community and separate property of which you have knowledge.

Verification

“I have read these instructions and I state that all the community and separate property assets and liabilities are fully disclosed on the attached Inventory of _____.”

(*Client Name)

Date: _____