

CLIFTON DODSON SORTINO, LLP
Attorneys at Law

INVENTORY OF PROPERTY

Instructions

In order for us to prepare the Divorce Decree we need you to list all your assets and debts. Anything not listed in the Divorce Decree is not legally covered by the divorce and is open for either party to go back to court later on to request that it be divided. It is important that you list everything. However, if you and your spouse have separated and you have taken all your clothing, household furnishings and personal items that you want, it is not necessary to list them. We will just award everything “in your possession” to you in the Divorce Decree.

On the Inventory please indicate who gets the item and whether it is separate or community property. Everything you bought while you were married is presumed to be community property. Anything you owned before you married is separate property. Anything either of you got as a gift or by inheritance while you were married is also separate property. You are generally entitled to take out of the marriage your separate property but the community property needs to be divided between you and your spouse.

Real Estate. In the Decree we will need to put an accurate legal description for each piece of property. That means you need to find a copy of your deed or deed of trust that you got when you bought the property so that we can get the legal description from it. The statement from your tax appraisal district is not good enough as the legal description they use is not complete. We recommend that you allow us to do a Special Warranty Assumption Deed conveying the interest of one spouse to the other secured by a Deed of Trust To Secure Assumption to insure that the receiving spouse pays the mortgage on time. There is an additional charge for these documents so discuss this with your attorney. This deed helps insure that there will not be any problems with the title company when you get ready to sell the property.

Vehicles. The Decree will list who gets each vehicle. It would be best if you can get the VIN number (vehicle identification number) in addition to the year, make and model. Whoever gets the vehicle generally takes responsibility for the note on it. You will be responsible for getting the title to the vehicles straight after the divorce.

Checking and Savings Accounts. List each account detail and tell us who gets it. Identify the bank, the account number, name on the account and approximate amount in the account.

Life Insurance. Generally, whoever has their life insured by the policy will take that policy.

Investment Accounts. List all stocks, bonds, mutual funds, IRA's and other investment accounts. If you have current statements from your broker, bring those in so we can get whatever additional information we need from them. We need the entity hold the account, name on the account, account numbers, and balances.

Retirement Accounts. Obtain the latest statements from the employer of each spouse listing all retirement benefits, SEP's, stock investment plans, etc. Unless each spouse is taking whatever retirement benefits they have earned with their employer, we will need to prepare a QDRO (Qualified Domestic Relations Order) to the employer directing it to divide the benefits between both spouses according to a formula agreed to (i.e., 50-50). There is a separate charge for preparing the QDRO and getting approved by the employer. The charge will be based on the standard rate charged by the attorney for whatever time is expended in getting the QDRO entered at the same time as the Divorce Decree.

Other Assets. Please advise us of any other assets you and your spouse own not covered in the form. You may write on the back of the form but please call our attention to it.

Debts. The debts of the marriage need to be divided just like the assets do. Each spouse is expected to assume half the debt unless you arrange otherwise. It is important that we get a complete and accurate list of all the debts including who the debt is owned to, the account number, whose name the debt is in, and the approximate amount of the debt.

When you have completed the form call the office and make an appointment to come in and go over the form. Please bring copies of all documents that might help explain or clarify the Inventory Form.

INVENTORY OF PROPERTY

Awarded To (Check One) **REAL ESTATE** (Attach legal description)

___ H ___ W _____
Address City County State Zip

Mortgage Company Name & Address

Fair Market Value: \$ _____ Mortgage Balance Owed: \$ _____

Continue on reverse if necessary

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Awarded To (Check One) **VEHICLES, BOATS, AIRPLANES, CYCLES, TRAILERS**

___ H ___ W Year ___ Make ___ Model ___ VIN _____

Vehicle secured by a note to: _____

Market Value: \$ _____ Amount Owed on Note: \$ _____

___ H ___ W Year ___ Make ___ Model ___ VIN _____

Vehicle secured by a note to: _____

Market Value: \$ _____ Amount Owed on Note: \$ _____

___ H ___ W Year ___ Make ___ Model ___ VIN _____

Vehicle secured by a note to: _____

Market Value: \$ _____ Amount Owed on Note: \$ _____

Continue on reverse if necessary

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Awarded To (Check One) **BANK ACCOUNTS**

___H___W Name of Bank: _____ Account No: _____

Account in the name of (check one): ___H___W___Both

___Savings or ___Checking Amount in the account: \$ _____

___H___W Name of Bank: _____ Account No: _____

Account in the name of (check one): ___H___W___Both

___Savings or ___Checking Amount in the account: \$ _____

___H___W Name of Bank: _____ Account No: _____

Account in the name of (check one): ___H___W___Both

___Savings or ___Checking Amount in the account: \$ _____

___H___W Name of Bank: _____ Account No: _____


Account in the name of (check one): ___H___W___Both

___Savings or ___Checking Amount in the account: \$ _____

___H___W Name of Bank: _____ Account No: _____

Account in the name of (check one): ___H___W___Both

___Savings or ___Checking Amount in the account: \$ _____

Continue on reverse if necessary 

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Awarded To (Check One)

LIFE INSURANCE

___H___W Name of Company: _____

Insuring life of: ___H___W or Child: _____ Face Value: \$ _____

____H____W Name of Company: _____


Insuring life of: ____H____W or Child: _____ Face Value: \$ _____

____H____W Name of Company: _____

Insuring life of: ____H____W or Child: _____ Face Value: \$ _____

____H____W Name of Company: _____

Insuring life of: ____H____W or Child: _____ Face Value: \$ _____

Continue on reverse if necessary 

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Awarded To (Check One)

INVESTMENT ACCOUNTS
(CD's, Stocks, Mutual Funds)

____H____W Type of Investment (CD's, Stocks, Mutual Funds): _____

Name of the investment:

Account No: _____ Current value of the investment: \$ _____

Account in the name of (check one): ____H____W____Both

____H____W Type of Investment (CD's, Stocks, Mutual Funds): _____

Name of the investment:

Account No: _____ Current value of the investment: \$ _____

Account in the name of (check one): ____H____W____Both

____H____W Type of Investment (CD's, Stocks, Mutual Funds): _____

Name of the investment:

Account No: _____ Current value of the investment: \$ _____

Account in the name of (check one): ____H____W____Both


____H____W Type of Investment (CD's, Stocks, Mutual Funds): _____

Name of the investment:

Account No: _____ Current value of the investment: \$ _____

Account in the name of (check one): ____H____W____Both

Other Investment Accounts:

Continue on reverse if necessary 

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Awarded To (Check One)

COMPANY BENEFIT ACCOUNTS

(IRA, SEP, Pension Plans, Stock Options)

____H____W If husband has a pension plan state the name of company where he is employed:

_____ Current value of pension plan \$ _____

____H____W If wife has a pension plan state the name of company where he is employed:

_____ Current value of pension plan \$ _____


Name, type and value of other investment accounts:

_____ H _____ W _____
(Name) (Type) (Value)

_____ H _____ W _____
(Name) (Type) (Value)

_____ H _____ W _____
(Name) (Type) (Value)

_____ H _____ W _____
(Name) (Type) (Value)

Continue on reverse if necessary 

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OTHER ASSETS

Check if you or your spouse own any:

_____ Royalty or mineral interests

_____ Cattle or livestock

_____ Antiques or personal possessions of large value


_____ Firearms

_____ Are you entitled to any income tax refunds and if so for what year(s) _____

_____ Accounts receivable

_____ Interest in any company

Describe any other assets owned by you, your husband or your children not mentioned above:

Continue on reverse if necessary 

DEBTS

Vehicles:

List all notes payable secured by any vehicles.

Current balance of loan: \$ _____ Owed to: _____

For which vehicle: _____

Current balance of loan: \$ _____ Owed to: _____

For which vehicle: _____

Current balance of loan: \$ _____ Owed to: _____

For which vehicle: _____ Continue on reverse if necessary 

Real Estate:

List all mortgages payable secured by any real estate:

Current balance of mortgage: \$ _____ Owed to: _____

For which property: _____

Current balance of mortgage: \$ _____ Owed to: _____

For which property: _____

Current balance of mortgage: \$ _____ Owed to: _____

For which property: _____ Continue on reverse if necessary 

Credit Cards

Company: _____ Card No. _____

Card in the name of _____ H _____ W _____ Both Current balance owed: \$ _____

Company: _____ Card No. _____

Card in the name of ____ H ____ W ____ Both Current balance owed: \$ _____

Company: _____ Card No. _____


Card in the name of ____ H ____ W ____ Both Current balance owed: \$ _____

Company: _____ Card No. _____

Card in the name of ____ H ____ W ____ Both Current balance owed: \$ _____

Company: _____ Card No. _____

Card in the name of ____ H ____ W ____ Both Current balance owed: \$ _____

Continue on reverse if necessary 

Other Debt

Describe all other debt owed to any person or company, including the IRS:
