

Behar, Gutt & Glazer, P.A.  
2999 N.E. 191st Street, Fifth Floor  
Aventura, Florida 33180

(305) 931-3771

BUSINESS CLIENT INFORMATION WORKSHEET

NAME OF CORPORATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

COUNTY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

SOC. SEC. NO.: \_\_\_\_\_

OTHER TAX IDS: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

MAIN PRODUCT OR SERVICE: \_\_\_\_\_

The business is a :      \_\_\_\_\_ sole proprietorship      \_\_\_\_\_ partnership  
                                      \_\_\_\_\_ corporation      \_\_\_\_\_ limited partnership  
                                      \_\_\_\_\_ Sub-chapter S corporation      \_\_\_\_\_ professional corporation  
                                      \_\_\_\_\_ limited liability company      \_\_\_\_\_ limited liability partnership  
                                      \_\_\_\_\_ other \_\_\_\_\_

NAME AND PERCENTAGE INTEREST OF OWNER(S): \_\_\_\_\_

DATE OPENED THE BUSINESS: \_\_\_\_\_

IF INCORPORATED, DATE AND STATE OF INCORPORATION: \_\_\_\_\_

PRINCIPAL PLACE OF BUSINESS: \_\_\_\_\_

IDENTITY OF SHAREHOLDERS IF  
CLOSELY HELD: \_\_\_\_\_

What other business names have been used in the last six (6) years?

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**PRIOR BANKRUPTCIES:** If the business has previously filed a bankruptcy petition, please list the case number, date, and the location where filed on the lines following.

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**PENDING BANKRUPTCIES:** If any business partner, entity owned by the debtor or entity that owns debtor has a bankruptcy pending, please list the case number, name of debtor, relation to the company, date and location where filed, and the bankruptcy judge on the lines following.

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**WORKSHEET: YOUR PROPERTY**

<p align="center">Corporate Property Provide detailed description What is it? Where is it?</p>	<p align="center">Market Value of Property</p>	<p align="center">Ownership Share (% , \$)</p>	<p align="center">Value of Liens (claims against property)</p>	<p align="center">Amount of Equity</p>	<p align="center">Exempt? If so, put exemption amount; if not write "No".</p>
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Real Property is land and things permanently attached to land. Included are unimproved land, factories, vacation cabins, condominiums, duplexes, rental property, mobile home park spaces, agricultural land, airplane hangars, and any other buildings permanently attached to land. It also includes property the company is entitled to by a trust and all property in which the company has any legal, equitable, or future interest. (All leases and time shares should be listed on the worksheet for Schedule G.)

<p>REAL ESTATE (Schedule A) (Attach Legal Desc. and Location; whether owned or leased; any property sublet)</p>					
<p>PERSONAL PROPERTY (Schedule B) 1. Cash on hand (indicate source)</p>					
<p>2. Deposits of money (indicate source and account number, and provide copies of bank statments)</p>					
<p>3. Security deposits</p>					

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<p>4. Books, pictures, art objects; stamp, coin, and other collections</p>					
<p>5. Wearing apparel, uniforms</p>					
<p>6. Jewelry or similar Corporate assets</p>					
<p>7. Firearms, sports equipment and other hobby equipment owned by the company</p>					
<p>8. Interests in insurance policies</p>					
<p>9. Annuities</p>					

WORKSHEET: YOUR PROPERTY

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<p>10. Pension or profit-sharing plans</p>					
<p>11. Stock and interests in incorporated and unincorporated companies</p>					
<p>12. Interests in partnerships</p>					
<p>13. Government and corporate bonds and other negotiable and non-negotiable instruments</p>					
<p>14. Accounts receivable (age of accounts past due, collectible ?)</p>					
<p>15. Other liquidated debts owing debtor, including tax refunds</p>					
<p>16. Equitable and future interests, life estates and rights or powers</p>					

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17. Interest in the estate of a decedent					
18. Other contingent and unliquidated claims					
19. Patents, copyrights and other intellectual property					
20. Licenses, franchises and other general intangibles					
21. Automobiles, trucks, trailers and other vehicles					
22. Boats, motors, and accessories					
23. Aircraft and accessories					
24. Office equipment furnishings and supplies					

WORKSHEET: YOUR PROPERTY

Corporate Property Provide detailed description What is it? Where is it?	Market Value of Property	Ownership Share (% , \$)	Value of Liens (claims against property)	Amount of Equity	Exempt? If so, put exemption amount; if not write "No".
25. Machinery, fixtures, equipment and supplies					
26. Inventory					
27. Livestock, poultry and other animals					
28. Crops					
29. Farming equipment and implements					
30. Farm supplies, chemicals and feed					
30. Other personal property					

WORKSHEET: CORPORATE DEBTS - Secured and Priority

Creditors' Name and Address	Account No. and Date Incurred	Describe Debt	Who is Liable For Debt?	Balance Owed	Others Involved Name and Address (i.e. Collection Agency, Codebtor, etc.)
Secured debts are mortgages or any other loans where property is pledged as security. All other types of debt are unsecured.					
Mortgage(s)					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
Automobile Loans					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
List Other Secured Debts Below:					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
List priority claims below:					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
FEDERAL TAXES	Desc. Tax Due				<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
STATE TAXES	Desc. Tax Due				<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other



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Secured debts are mortgages or any other loans where property is pledged as security. All other types of debt are unsecured.					
List all Unsecured Debts below:					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other
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					<input type="checkbox"/> Collection Agency <input type="checkbox"/> Codebtor <input type="checkbox"/> Other

CLIENT WORKSHEET

LEASES OR CONTRACTS: Is the business party to any leases or contracts? If yes, list the parties involved and their addresses. If the corporation owes money on these contracts, they should be listed as expenses, above.

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WORKSHEET: CORPORATE INCOME

Regular monthly income (attach a detailed statement)	DEBTOR	JOINT DEBTOR
Monthly income from real property		
Monthly interest and dividends		
Other monthly income		
Describe any increase or decrease of more than 10% in any previous category anticipated to occur in the year following this filing.		

List all full time and part time employees (use a separate page if necessary)

Employee Name	Job Title	Monthly Salary	Full time or Part time

List names of all independent contracts and amount paid to each, for the past two years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WORKSHEET: EXPENSES

Current monthly payroll, gross wages, salary, commissions (pro-rate if not paid monthly; provide proof of payment)	DEBTOR(S)
Estimated monthly overtime	
Payroll Taxes	
Insurance deducted	
Union dues deducted	
Other payroll deductions- specify	
Social Security	
Pension or retirement (Keogh, SEP, 401(k), IRA)	
Leases and mortgages Does this include real estate taxes? Does this include property insurance?	
Electricity and heating fuel (average monthly)	
Water and sewer (average monthly)	
Telephone (average monthly)	
Other utilities (average monthly)	
Facility maintenance	
Advertising	
Benefits ( medical, dental, retirement )	
Automobiles, trucks	
Recreation, clubs and entertainment, newspapers, etc.	
Charitable contributions	

WORKSHEET: EXPENSES

Life insurance	DEBTOR(S)
Health insurance	
Auto insurance	
Disability insurance	
Professional liability insurance	
Business liability insurance	
Worker's compensation insurance	
Real and /or personal property insurance	
Other insurance - specify	
Other taxes	
Other installment payments	
Other expenses	

Form 7: Statement of Financial Affairs  
(numbers correspond to Form 7's questions)

Income from operation of business.

Enter each income source for the past two years. Specify the amount of income and the fiscal year.

Sources (name and address)	Amount	Fiscal Period

Income other than from operation of business.

Enter sources of any other income during the past two years. Specify the amount of income and the fiscal year.

Sources (name and address)	Amount	Fiscal Period

List payments made to any creditor totalling more than \$600.00 during the last 90 days.

Creditors (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

List payments made to insider creditors during the last year.

Creditors (name and address)	Dates of Payments	Amount Paid	Amount Still Owing

Were you sued or did you sue anybody last year (12 months)? \_\_\_\_\_

If yes, list the following on back of this sheet: caption of suit, case number, nature of proceeding, court and location, status/disposition; and attorney representing.

4b. List any property garnished, attached or seized during the last year by a creditor.

Creditor (name and address)	Date of seizure	Description and value of property

5. List any repossessions, foreclosures and voluntary returns during the last year.

Creditor (name and address)	Date of repossession	Description and value of property

5a. Describe any assignment of property for the benefit of creditors made within the last 120 days.

On the back of this sheet list the name and address of assignee, date of assignment and terms of assignment or settlement.

5b. List all property which has been in the hands of a custodian, receiver, or court-appointed official during the past year.

On the back of this sheet list the name and address of custodian, name and location of court, case title and number, date of order, description and value of property.

7. List all gifts or charitable contributions made during the last year except ordinary and usual gifts to family members totaling less than \$200 per family member and \$100 per charitable recipient.

Recipient (name and address)	Relationship (if any)	Date of gift	Description and value of gift

8. List all losses from fire, theft, other casualty or gambling during the past year.

On the back of this sheet list the description and value of property, circumstance of loss, if loss was covered by insurance (give particulars) and date of loss.

9. List all payments made or property transferred by or on behalf of the debtor to any persons, including attorneys, for consultation concerning debt consolidation, relief under the bankruptcy law or preparation of a petition in bankruptcy during the past year.

Payee (name and address)	Date of Payment, Payor	Amount Paid or Value of property transferred.

0. List all other property, other than property transferred in the ordinary course of the business or financial affairs of the debtor, transferred either absolutely or as security during the past year to creditor or family member.

Transferee & relationship (name and address)	Date	Describe property transferred, and value received

1. List all financial accounts and instruments held by or for the benefit of the debtor which were closed, sold or otherwise transferred in the past year. Include checking, savings, or other financial accounts, CDs, shares and share accounts held in banks, credit unions, pension funds, brokerage houses, etc.

Institution (name and address)	Acct type & number Amt of Final Balance	Amount & date of sale or closing

2. List each safe deposit or other box or depository in which you have had valuables within the past year.

Institution (name and address)	Who has access? (names and address)	Description of contents	Date of transfer or surrender

3. List all setoffs (money taken from an account to repay a loan at the same bank as where your money has been deposited) made by any creditor, including a bank, against a debt of the debtor within the past 90 days.

Creditor (name and address)	Date of setoff	Amount of setoff

4. List all property OWNED by another person or entity that the debtor holds or controls.

Owner (name and address)	Description & value of property	Location of property



5. If the corporation has moved within the last TWO years, list all premises occupied and vacated during that period.

Address	Name used	Dates of occupancy

7. List the name and address of every site for which the corporation has received notice in writing by a governmental unit that the corporation may be liable or potentially liable under or in violation of an Environmental Law.

"Environmental Law" means any federal, state or local statute or regulation regulating pollution, contamination, releases of hazardous or toxic substances, wastes or material into the air, land, soil, surface water, groundwater, or other medium, including, but not limited to, statutes or regulations regulating the cleanup of these substances, wastes, or material.

"Site" means any location, facility, or property as defined under any Environmental Law, whether or not presently or formerly owned or operated by you, including, but not limited to, disposal sites.

"Hazardous Material" means anything defined as a hazardous waste, hazardous substance, toxic substance, hazardous material, pollutant, or contaminant or similar term under an Environmental Law.

Indicate the governmental unit, the date of the notice, and if known, the Environmental Law:

Site Name and Address	Name And Address of Governmental Unit	Date of Notice	Environmental Law

List the name and address of every site for which you provided notice to a governmental unit of a release of Hazardous Material. Indicate the governmental unit to which the notice was sent and the date of the notice.

Site Name and Address	Name And Address of Governmental Unit	Date of Notice	Environmental Law

c. List all judicial or administrative proceedings, including settlements or orders, under any Environmental Law with respect to which you are or were a party. Indicate the name and address of the governmental unit that is or was a party to the proceeding, and the docket number.

Name And Address of Governmental Unit	Docket Number	Status or Disposition

18. If you are an individual, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which you were an officer, director, partner, or managing executive of a corporation, partnership, sole proprietorship, or were a self-employed professional within the last six years, or in which you owned 5 percent or more of the voting or equity securities within the last six years.

If you are a partnership, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which you were a partner or owned 5 percent or more of the voting or equity securities, within the last six years.

If you are a corporation, list the names, addresses, taxpayer identification numbers, nature of the business, and beginning and ending dates of all businesses in which the debtor was a partner or owned 5 percent or more of the voting or equity securities within the last six years.

Name	Taxpayer I.D. Number	Address	Nature of Business	Beginning and Ending Dates

Identify any business listed above, that is "single asset real estate."

Name	Address

**Books, records and financial statements**

a. List all bookkeepers and accountants who within the six years immediately preceding the filing of this bankruptcy case kept or supervised the keeping of books of account and records of the debtor.

Bookkeepers (name and address)	Dates Services Rendered

b. List all firms or individuals who within the two years preceding the filing of this bankruptcy case have audited the books of account and records, or prepared a financial statement of the debtor.

Auditors (name and address)	Dates Services Rendered

c. List all firms or individuals who at the time of the commencement of this case were in possession of the books of account and records of the debtor. If any of the books and records are not available, explain.

Name	Address

d. List all financial institutions, creditors and other parties, including mercantile and trade agencies, to whom a financial statement was issued within the two years immediately preceding the commencement of this case by the debtor.

Name & Address	Date Issued

20. Inventories

a. List the dates of the last two inventories taken of your property, the name of the person who supervised the taking of each inventory, and the dollar amount and basis of each inventory.

Date of Inventory	Inventory Supervisor	Dollar Amt of Inventory

b. List the name and address of the person having possession of the records of each of the two inventories reported on a, above.

Date of Inventory	Custodian (name and address)

21. Current partners, officers, directors and shareholders

a. If the debtor is a partnership, list the nature and percentage of partnership interest of each member of the partnership.

Members (name and address)	Nature of Interest	Percentage of Interest

b. If the debtor is a corporation, list all officers and directors of the corporation, and each stockholder who directly or indirectly owns, controls, or holds 5 percent or more of the voting securities of the corporation.

Name and Address	Title	Nature and Percent of Stock Ownership

22.

Former partners, officers, directors and shareholders

a. If the debtor is a partnership, list each member who withdrew from the partnership within one year immediately preceding the commencement of this case.

Name	Address	Date of Withdrawal

b. If the debtor is a corporation, list all officers and directors whose relationship with the corporation terminated within one year immediately preceding the commencement of this case.

Name and Address	Title	Date of Termination

23.

Withdrawals from a partnership or distributions by a corporation to an insider. \*attach separate sheet, if necessary

If the debtor is a partnership or corporation, list all withdrawals or distributions credited or given to an insider, including compensation in any form, bonuses, loans, stock redemptions, options exercised and any other perquisite during one year immediately preceding the commencement of this case.

Recipient (Name and Address) Relation to Debtor	Date and Purpose of Withdrawal	Amount of Money or Description and Value of Property

24.

If debtor is a corporation, list the name and federal taxpayer identification number of the parent corporation of any consolidated group for tax purposes of which you have been a member at any time within the last six years .

Name of Parent Corporation	Taxpayer Identification Number

5.

If debtor is not an individual, list the name and federal taxpayer identification number of any pension fund to which you, as an employer, have been responsible for contributing at any time within the last six years .

Name of Pension Fund	Taxpayer Identification Number