

## DOCUMENTS REQUIRED FOR PROPERTY SETTLEMENT MATTERS

When we assist you to finalise your property matters following the end of a relationship, there are a number of documents that we will need. If you are able to provide those documents to us promptly, it will mean that you incur less cost as we do not have to obtain them on your behalf, and it will also assist us to progress your matter promptly. If you can't obtain them ( for example, because they have been lost or destroyed, or are in the possession of someone else) please let us know anyway – we can help you to get the information required.

We have put together the following list of types of property that you may have, and the documents that we will need for each of these types of property. This list is not an exhaustive list, and should not take the place of a conversation with your lawyer about other property or assets and liabilities that may exist.

Type of Property:	Types of information/ documents we will need:
<b>Real Property ( land and houses)</b>	
<b>Your House</b>	<input type="checkbox"/> Rates Notice <input type="checkbox"/> Valuation or Appraisal (if any) <input type="checkbox"/> Contract for purchase or other conveyancing documents relating to the purchase (if purchased in the last 5 years), contract of sale (if any)
<b>Investment property</b>	<input type="checkbox"/> Rates Notice <input type="checkbox"/> Valuation or Appraisal (if any) <input type="checkbox"/> Leases or Rental Agreements <input type="checkbox"/> Contract for purchase or other documents relating to the purchase (if purchased in the last 5 years)
<b>Cars</b>	<input type="checkbox"/> Registration Certificate <input type="checkbox"/> Year, Make, Model and VIN of vehicle <input type="checkbox"/> Certificate of Insurance ( if any) <input type="checkbox"/> Redbook valuation (if any)
<b>Shares</b>	<input type="checkbox"/> Share Certificates
<b>Boats</b>	<input type="checkbox"/> Registration Certificate <input type="checkbox"/> Year, Make, Model and serial number of Boat <input type="checkbox"/> Certificate of Insurance ( if any) <input type="checkbox"/> Valuation ( if any)
<b>Caravans</b>	<input type="checkbox"/> Registration Certificate <input type="checkbox"/> Year, Make, Model and serial number of Caravan <input type="checkbox"/> Certificate of Insurance ( if any) <input type="checkbox"/> Valuation ( if any)
<b>Bank Account Details</b>	<input type="checkbox"/> Copy of most recent bank statement(s) <input type="checkbox"/> For all accounts, joint or individual
<b>Cash held elsewhere</b>	<input type="checkbox"/> Who has the funds, under whose authority do

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	they hold them
<b>Private Companies</b>	<input type="checkbox"/> Name(s) and ACN(s) <input type="checkbox"/> Profit and Loss and balance sheet (for the last 3 years)
<b>Trusts (eg. Family Trusts, Discretionary Trusts, Unit Trusts)</b>	<input type="checkbox"/> Copy of trust deed (and variations) <input type="checkbox"/> Profit and loss and balance sheet for the past 3 years
<b>Superannuation</b>	<input type="checkbox"/> Most recent Superannuation Statement <input type="checkbox"/> If your superannuation is a self managed Super Fund (SMSF): <ul style="list-style-type: none"> <li>• Name of the Fund and ABN</li> <li>• Copy of the SMSF Deed (and variations)</li> <li>• Most recent financial statement (Profit and Loss and balance sheet) of the SMSF</li> <li>• Copies of any Binding Death Benefit Nominations</li> </ul>
<b>Other recreational vessels or items ( jetski's, camping trailers, etc)</b>	<input type="checkbox"/> Registration Certificate <input type="checkbox"/> Year, Make and Model <input type="checkbox"/> Certificate of Insurance ( if any) <input type="checkbox"/> Valuation ( if any)
<b>Mortgages</b>	<input type="checkbox"/> Most recent statement
<b>Bank loans</b>	<input type="checkbox"/> Most recent statement
<b>Credit Card Debts</b>	<input type="checkbox"/> Most recent statement
<b>Businesses (if information not already provided)</b>	<input type="checkbox"/> Name of business and ABN <input type="checkbox"/> Profit and Loss statement for the past 3 years <input type="checkbox"/> Balance Sheets for the Past 3 years <input type="checkbox"/> Tax returns for the past 3 years <input type="checkbox"/> Most recent Depreciate Schedule <input type="checkbox"/> Management finances (year to date) <input type="checkbox"/> Breakdown of staff costs incl salary and benefits (especially to you and your partner)
<b>Individual Tax Returns</b>	<input type="checkbox"/> Most recent