

INSTRUCTIONS FOR PREPARATION OF INVENTORY AND APPRAISEMENT

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 the 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."

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

Property Division

In addition to factual data, I need to know your wishes about division of the property. Please indicate your wishes in the left margin of the form by placing a "W" next to items you want to go to the wife and an "H" next to items you want to go to the husband.

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 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 marked "Separate Estates of the Parties."

Community Property—All property that is not separate property is 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 to Be Returned

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

Preparation of Inventory and Appraisement.

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

1. financial institution statements;
2. bank statements;
3. annuity statements;
4. IRA statements;
5. SEP statements;
6. certificate of deposit statements;
7. retirement benefits statements of account;
8. life insurance policies and premium notices;
9. broker statements;
10. deeds;
11. deeds of trust;
12. mortgage company payment coupon books (usually one page is enough);
13. certificates of title to motor vehicles;
14. stocks;
15. last statement from each creditor, including credit card statements;
16. appraisals;
17. any other documents that may lead to the discovery of assets or liabilities.

Full Disclosure

Finally, I will rely on this Preparation of Inventory and Appraisement in the case. If you omit any asset, 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 it. By your signature below, you verify to me that these are all the assets and liabilities of community and separate property of which you have knowledge.

INVENTORY AND APPRAISEMENT WORKSHEET

Community Estate of the Parties

1. **Real Property** (include any property purchased by contract for deed, such as Texas Veterans Land Board property, property purchased in recreational developments, and time-shares)

1.1. Street address: _____

County of location: _____

Description of improvements, if any: _____

Legal description: **Attach**

Current fair market value (as of _____): \$ _____

Name of mortgage company and account number, if any: _____

Current balance of mortgage (as of _____): \$ _____

Other liens against property: _____

Current net equity in property: \$ _____

2. **Mineral Interests** (include any property in which the parties own the mineral estate, separate and apart from the surface estate, such as oil and gas leases; also include royalty interests, working interests, and producing and nonproducing oil and gas wells)

2.1. Name of mineral interest/lease/well: _____

Type of interest: _____

County of location: _____

Legal description: **Attach**

Name of producer/operator: _____

Current value (as of _____): \$ _____

3. **Cash and Accounts with Financial Institutions** (include cash, traveler's checks, money orders, and accounts with commercial banks, savings banks, credit unions, and funds on deposit with

attorneys and other third parties; exclude accounts with brokerage houses and all retirement accounts)

3.1. Name of financial institution: _____
Account name: _____
Account number: _____
Type of account: ___ checking ___ savings ___ money market ___ certificate of deposit
Name(s) on withdrawal cards: _____
Current account balance (as of _____): \$ _____

4. Brokerage/Mutual Fund Accounts

4.1. Name of brokerage firm/mutual fund: _____
Address of brokerage firm/mutual fund: _____
Name account held in: _____
Name of account (and subaccounts if any): _____
Account number (and numbers of subaccounts if any): _____
Margin loan balance (as of _____): \$ _____
Value of community interest in each account (and subaccounts if any) (as of _____): \$ _____

5. Publicly Traded Stocks, Bonds, and Other Securities (include securities not in a brokerage account, mutual fund, or retirement fund)

5.1. Name of security: _____
Number of shares: _____
Type of security: ___ common stock ___ preferred stock ___ bond ___ other
Certificate numbers: _____
In possession of: _____
Name of exchange on which listed: _____

Pledged as collateral? ___ Yes ___ No

Current market value (as of _____): \$ _____

Value of community interest (as of _____): \$ _____

6. Stock Options (include all exercisable, nonexercisable, vested, and nonvested stock options regardless of any restrictions on transfer)

6.1. Name of company: _____

Date of option/grant: _____

Vesting schedule: _____

Number of options: _____

Are the options exercisable? ___ Yes ___ No

Are the options registered? ___ Yes ___ No

Current stock price: _____

Strike price: _____

Current net market value (as of _____): \$ _____

Value of community interest (as of _____): \$ _____

7. Bonuses

7.1. Name of company: _____

Date bonus expected to be paid: _____

Anticipated amount of bonus: \$ _____

8. Closely Held Business Interests (include sole proprietorships, professional practices, corporations, partnerships, limited liability companies and partnerships, joint ventures, and other nonpublicly traded business entities)

8.1. Name of business: _____
Address: _____
Type of business organization: _____
Percentage of ownership: _____
Number of shares owned (if applicable): _____
Value (as of _____): \$ _____
Balance of accounts receivable if on cash basis accounting:
\$ _____
Balance of liabilities if on cash basis accounting: \$ _____

9. Retirement Benefits

9.A. *Defined Contribution Plans* (a plan that provides for an individual account for a participant and for benefits based solely on the amount contributed to the participant's account; IRC §§ 401(k), 403(b))

9.A.1. Exact name of plan: _____
Name and address of plan administrator: _____
Employee: _____
Employer: _____
Starting date of creditable service: _____
Percentage employee is vested: _____
Account name: _____
Account number: _____
Account balance as of date of marriage: \$ _____
Payee of survivor benefits: _____
Designated beneficiary: _____

Current account balance (as of _____): \$ _____

Balance of loan against plan: \$ _____

Value of community interest in plan (as of _____): \$ _____

9.B. *Defined Benefit Plan* (any plan that is not a defined contribution plan and that usually involves payment of benefits according to a formula)

9.B.1. Exact name of plan: _____

Name and address of plan administrator: _____

Employee: _____

Employer: _____

Starting date of creditable service: _____

Percentage employee is vested: _____

Designated beneficiary: _____

Payee of survivor benefits: _____

Description of benefits: _____

Value of community interest in plan (as of _____): \$ _____

9.C. *IRA/SEP*

9.C.1. Name of financial institution: _____

Account name: _____

Account number: _____

Payee of survivor benefits: _____

Designated beneficiary: _____

Current account balance (as of _____): \$ _____

Value of community interest (as of _____): \$ _____

9.D. *Military Benefits*

9.D.1. Branch of service: _____

Name of service member: _____

Rank/pay grade of service member: _____

Starting date of creditable service: _____

Status of service member: [active/reserve/retired] _____

Payee of survivor benefits: _____

Description of benefits: _____

Monthly benefit payable: \$ _____

Value of community interest in plan (as of _____):\$ _____

Percentage of plan that is community: _____ %

9.E. *Nonqualified Plans*

9.E.1. Name of financial institution: _____

Account name: _____

Account number: _____

Account balance as of date of marriage: \$ _____

Payee of survivor benefits: _____

Designated beneficiary: _____

Value of community interest in plan (as of _____):\$ _____

9.F. *Government Benefits* (civil service, teacher, railroad, state, and local)

9.F.1. Name of plan: _____

Account name: _____

Account number: _____

Account balance as of date of marriage: \$ _____

Payee of survivor benefits: _____

Designated beneficiary: _____

Value of community interest in plan (as of _____): \$ _____

10. Other Deferred Compensation Benefits (e.g., worker's compensation, disability benefits, other "special payments," and other forms of compensation)

10.1. Husband—description of assets: _____

Value: \$ _____

10.2. Wife—description of assets: _____

Value: \$ _____

11. Insurance and Annuities

11.A. Life Insurance

11.A.1. Name of insurance company: _____

Policy number: _____

Name of insured: _____

Name of owner: _____

Type of insurance: ___ term ___ whole ___ universal

Amount of premiums
___ monthly ___ quarterly ___ semiannually]: \$ _____

Date of issue: _____

Face amount: _____

Cash surrender value on date of marriage: \$ _____

Current cash surrender value: \$ _____

Designated beneficiary: _____

Balance of loan against policy: \$ _____

11.B. Annuities

11.B.1. Name of company: _____

Policy number: _____

Name of annuitant: _____

Name of owner: _____

Type of annuity: _____

Amount of premiums
___ monthly ___ quarterly ___ semiannually: \$ _____

Date of issue: _____

Face amount: _____

Designated beneficiary: _____

Value on date of marriage: \$ _____

Current value (as of _____): \$ _____

Balance of loan against policy: \$ _____

Value of community interest (as of _____): \$ _____

12. Motor Vehicles, Boats, Airplanes, Cycles, etc. (including mobile homes, trailers, and recreational vehicles; exclude company-owned vehicles)

12.1. Year: _____

Make: _____

Model: _____

Name on certificate of title: _____

In possession of: _____

Vehicle identification number: _____

Name of creditor if loan against vehicle: _____

Current balance (as of _____): \$ _____

Current net equity in vehicle: \$ _____

13. Money Owed to Me or My Spouse (include any expected federal or state income tax refund but do not include receivables connected with a business)

13.1. Name of debtor: _____

Debtor's relationship to you: _____

Is debt evidenced in writing? ___ Yes ___ No

Is debt secured? ___ Yes ___ No

Current loan amount owed (as of _____): \$ _____

14. Household Furniture, Furnishings, and Fixtures

14.1. In possession of husband (attach separate sheet by room if necessary):

Description and value of each item in possession of husband: \$ _____

14.2. In possession of wife (attach separate sheet by room if necessary):

Description and value of each item in possession of wife: \$ _____

15. Electronics and Computers

15.1. In possession of husband (attach separate sheet

if necessary):

Description and value of each item in possession
of husband: \$ _____

15.2. In possession of wife (attach separate sheet if necessary):

Description and value of each item in possession
of wife: \$ _____

16. Antiques, Artwork, and Collections (include any works of art,
such as paintings, tapestry, rugs, and coin or stamp collections)

16.1. In possession of husband (attach separate sheet
if necessary):

Description and value of each item in possession
of husband: \$ _____

16.2. In possession of wife (attach separate sheet
if necessary):

Description and value of each item in possession
of wife: \$ _____

17. Miscellaneous Sporting Goods and Firearms

17.1. In possession of husband (attach separate sheet
if necessary):

Description and value of each item in possession
of husband: \$ _____

17.2. In possession of wife (attach separate sheet
if necessary):

Description and value of each item in possession
of wife: \$ _____

18. Jewelry and Other Personal Items

18.1. In possession of husband (attach separate sheet
if necessary):

Description and value of each item in possession of husband: \$ _____

18.2. In possession of wife (attach separate sheet if necessary):

Description and value of each item in possession of wife: \$ _____

19. Livestock (include cattle, horses, and so forth)

19.1. In possession of husband (attach separate sheet if necessary):

Description and value of each item in possession of husband: \$ _____

19.2. In possession of wife (attach separate sheet if necessary):

Description and value of each item in possession of wife: \$ _____

20. Club Memberships

20.1. Name of club: _____

Name membership held in: _____

Account number: _____

Current value (as of _____): \$ _____

Method of valuation: _____

21. Travel Award Benefits (include frequent-flyer mileage accounts)

21.1. Name of airline: _____

Account number: _____

Current number of miles (as of _____): _____

Current value (if any): \$ _____

22. Miscellaneous Assets (include intellectual property, licenses, crops, farm equipment, construction equipment, tools, leases, cemetery lots, gold or silver coins not part of a collection described elsewhere in this inventory, estimated tax payments, tax overpayments, loss carry-forward deductions, lottery tickets/winnings, stadium bonds, stadium seat licenses, seat options, and season tickets)

22.1. In possession of husband (attach separate sheet if necessary):

Description and value of each item in possession of husband: \$ _____

22.2. In possession of wife (attach separate sheet if necessary):

Description and value of each item in possession of wife: \$ _____

23. Safe-Deposit Boxes

23.1. Name of financial institution or other depository: _____

Box number: _____

Names of persons with access to contents: _____

Items in safe-deposit box: _____

24. Storage Facilities

24.1. Name and location: _____

Unit number: _____

Terms and length of lease: _____

Names of persons with access to contents: _____

Items in storage unit: _____

25. Community Claim for Reimbursement

25.1. Reimbursement claim against husband's separate estate:

Basis of claim: _____

Amount claimed (as of _____): \$ _____

25.2. Reimbursement claim against wife's separate estate:

Basis of claim: _____

Amount claimed (as of _____) \$ _____

26. Equitable Interest(s) of Community Estate

26.1. Equitable interest due to financial contribution of community property to husband's separate estate:

Basis of claim: _____

Amount claimed (as of _____): \$ _____

26.2. Equitable interest due to financial contribution of community property to wife's separate estate:

Basis of claim: _____

Amount claimed (as of _____): \$ _____

26.3. Equitable interest resulting from use of community property to pay debts on husband's separate property:

Basis of claim: _____

Amount claimed (as of _____): \$ _____

26.4. Equitable interest resulting from use of community property to pay debts on wife's separate property:

Basis of claim: _____

Amount claimed (as of _____): \$ _____

27. Contingent Assets (e.g., lawsuits by either party against a third party)

27.1. Nature of claim: _____

Amount of claim \$ _____

28. Community Liabilities

28.A. Credit Cards and Charge Accounts

28.A.1. Name of creditor: _____

Account number: _____

Name(s) on account: _____

Current balance (as of _____): <\$ _____ >

28.B. Federal, State, and Local Tax Liability

28.B.1. Amount owed in any previous tax year: <\$ _____ >
___ federal income tax ___ property taxes

Amount owed for current year _____: <\$ _____ >

28.C. Attorney's Fees in This Case

28.C.1. Husband (as of _____): <\$ _____ >

28.C.2. Wife (as of _____): <\$ _____ >

28.D. Other Professional Fees in This Case

28.D.1. Husband (as of _____): <\$ _____ >

28.D.2. Wife (as of _____): <\$ _____ >

28.E. Other Liabilities Not Otherwise Listed in This Inventory (e.g., loans, margin accounts, if not previously disclosed)

28.E.1. Name of creditor: _____

Account number: _____

Party incurring liability: _____

Is loan evidenced in writing? ___ Yes ___ No

Current balance (as of _____): <\$ _____ >

Security, if any: _____

28.F. Reimbursement Claims against Community Estate

28.F.1. Reimbursement claim by husband's separate estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

28.F.2. Reimbursement claim by wife's separate estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

28.G. Equitable Interest Claims against Community Estate

28.G.1. Equitable interest due to financial contribution
of husband's separate property to
community estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

28.G.2. Equitable interest due to financial contribution
of wife's separate property to
community estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

28.G.3. Equitable interest resulting from use of
husband's separate property to pay
community property debts:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

28.G.4. Equitable interest resulting from use of wife's separate property to pay community property debts:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

28.H. Pledges (include charitable, church, and school related)

28.H.1. Name and address of recipient: _____

Date of pledge: _____

Total amount of pledge: <\$ _____ >

Is pledge payable in installments? ___ Yes ___ No

Date each installment payment is due: _____

Amount of each installment: _____

28.I. *Contingent Liabilities* (e.g., lawsuit against either party, guaranty either party may have signed)

28.I.1. Name of creditor: _____

Name of person primarily liable: _____

Amount of contingent liability: <\$ _____ >

Nature of contingency: _____

Separate Estates of the Parties

29. **Separate Assets of Husband** (generally defined as assets owned before marriage or assets acquired during marriage by gift or inheritance or as a result of personal injury)

29.1. Description of asset: _____

Date property acquired: _____

How acquired: ___ gift ___ devise ___ descent ___ owned before marriage

Value (as of _____): \$ _____

29.2. Husband's separate reimbursement claim against community estate:
Value (as of _____): \$ _____

29.3. Husband's separate reimbursement claim against wife's separate estate:
Value (as of _____): \$ _____

29.4. Equitable interest claim due to financial contribution of husband's separate estate to community estate:
Basis of claim: _____
Amount of claim (as of _____): \$ _____

29.5. Equitable interest claim due to financial contribution of husband's separate estate to wife's separate estate:
Basis of claim: _____
Amount of claim (as of _____): \$ _____

29.6. Equitable interest claim resulting from use of husband's separate property to pay debts on community property:
Basis of claim: _____
Amount of claim (as of _____): \$ _____

29.7. Equitable interest claim resulting from use of husband's separate property to pay debts on wife's separate property:
Basis of claim: _____
Amount of claim (as of _____): \$ _____

30. Liabilities of Husband's Separate Estate

30.1. Description of liability: _____

Date of liability: _____

How liability acquired: _____

Amount of liability (as of _____): <\$ _____ >

30.2. Wife's separate property reimbursement claim against husband's separate estate:

Value (as of _____): <\$ _____ >

30.3. Community estate's reimbursement claim against husband's separate estate:

Value (as of _____): <\$ _____ >

30.4. Equitable interest claim due to financial contribution of community property to husband's separate estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

30.5. Equitable interest claim due to financial contribution of wife's separate property to husband's separate estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

30.6. Equitable interest claim resulting from use of community property to pay debts on husband's separate property:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

30.7. Equitable interest claim resulting from use of wife's separate property to pay debts on husband's separate property:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____>

31. Separate Assets of Wife (generally defined as assets owned before marriage or assets acquired during marriage by gift or inheritance or as a result of personal injury)

31.1. Description of asset: _____

Date property acquired: _____

How acquired: ___ gift, ___ devise, ___ descent, ___ owned before marriage

Value (as of _____): \$ _____

31.2. Wife's separate reimbursement claim against community estate:

Value (as of _____): \$ _____

31.3. Wife's separate reimbursement claim against husband's separate estate:

Value (as of _____): \$ _____

31.4. Equitable interest claim due to financial contribution of wife's separate estate to community estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____>

31.5. Equitable interest claim due to financial contribution of wife's separate estate to husband's separate estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____>

31.6. Equitable interest claim resulting from use of wife's separate property to pay debts on community property:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

- 31.7. Equitable interest claim resulting from use of wife's separate property to pay debts on husband's separate property:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

32. Liabilities of Wife's Separate Estate

- 32.1. Description of liability: _____

Date of liability: _____

How liability acquired: _____

Amount of liability (as of _____): <\$ _____ >

- 32.2. Husband's separate property reimbursement claim against wife's separate estate:

Value (as of _____): \$ _____

- 32.3. Community estate's reimbursement claim against wife's separate estate:

Value (as of _____): \$ _____

- 32.4. Equitable interest claim due to financial contribution of community property to wife's separate estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

- 32.5. Equitable interest claim due to financial contribution of husband's separate property to wife's separate estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

- 32.6. Equitable interest claim resulting from use of husband's

separate property to pay debts on wife's separate estate:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

- 32.7. Equitable interest claim resulting from use of community property to pay debts on wife's separate property:

Basis of claim: _____

Amount of claim (as of _____): <\$ _____ >

Child[ren]'s Property

33. **Child[ren]'s Property** (e.g., custodial accounts under the Texas Uniform Gifts to Minors Act or Uniform Transfers to Minors Act)

33.1. Name of financial institution: _____

Address of financial institution: _____

Name of account: _____

Account number: _____

Amount on deposit (as of _____): \$ _____

Name of minor for whom funds were deposited: _____

Trust and Estate Assets

34. **Assets Held by Either Party for the Benefit of Another**
(include formal and informal trusts)

34.1. Name(s) of person(s) holding assets: _____

Description of assets: _____

Name and title of fiduciary (e.g., executor, trustee): _____

Name of owner of beneficial interest: _____

Value of assets (as of _____): \$ _____

35. **Assets Held for the Benefit of Either Party as a Beneficiary**
(include formal and informal trusts)

35.1. Name(s) of person(s) holding assets: _____

Description of assets: _____

Name and title of fiduciary (e.g., executor, trustee): _____

Name of owner of beneficial interest: _____

Value of assets (as of _____)