

MARCIA T. DUNN, TRUSTEE
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Marcia T. Dunn, Esquire
Chapter 7 Bankruptcy Trustee

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To: Debtor(s), Counsel for Debtor(s)
From: MARCIA T. DUNN, TRUSTEE

Documents and Information Required for
Real Estate on Schedule A
(Provide all supporting documents for the below information.)

1. Complete street address and complete legal descriptions. (Provide copies of Deeds.)
2. Payoffs on all mortgages, liens, taxes and other encumbrances on each property. (Provide copies of payoff letters and all copies of mortgages, notes, equity lines, etc.)
3. How much was the purchase price for each piece of real estate? When was it purchased?
4. How much are the monthly payments on the real estate? Are payments on the real estate current or behind? If the payments are behind, how much is owed for arrears?
5. Proof of value for each property (i.e. real estate appraisal, comparables, etc.) (Provide copies of appraisals, comparables, etc.)
6. Type of real estate (i.e. commercial, residential, homestead, duplex, vacant land, timeshare, etc.)
7. Nature of debtor's ownership interest (i.e. fee simple, jointly owned, etc.)
8. Is the property occupied? If so, provide the following:
 - a. Name of person(s) occupying property and all contact information for that person.
 - b. Provide copy of written lease, or if no lease, provide in writing the terms of occupancy (i.e. how much paid monthly, security deposit held, etc.)
 - c. NOTE: ALL POST PETITION RENTS MUST BE TURNED OVER TO THE TRUSTEE.
9. Has the debtor made any attempts to sell the real estate? If so, please describe in detail. Include information about any offers to purchase, realtors involved, listing price, etc.
10. Have any stay relief motions been filed? If so, please explain. (Provide copies.)