

TERMS OF AGREEMENT

REAL PROPERTY

For ALL real property, please provide the following:

1. Address
2. Name(s) on Deed
3. Name(s) on Indebtedness/mortgage/line of credit
4. Indebtedness owed on/secured by the property/properties, if any
5. Who pays the indebtedness?
6. Who is property being awarded to, Husband or Wife?
7. Is there a requirement for a party to refinance? If so, within what time period?
8. Is there an equity payout to the other party? If so, by when?

If the property is being listed for sale, please provide the following:

1. Realtor (and company)
2. Date to be listed by
3. Who is residing in the property until sold?
4. Who is responsible for the indebtedness, expenses, taxes, insurance, etc. until sold?
5. Who has final decision-making authority over asking price/selling price/etc?
6. How are the proceeds divided?

PERSONAL PROPERTY

These are the options:

1. Each party is awarded the personal property in his/her current possession (this means the personal property is already split up)
2. Wife is awarded the personal property located in the residence; however, Husband is awarded the following: PROVIDE LIST
3. Husband is awarded the personal property located in the residence; however, Wife is awarded the following: PROVIDE LIST

VEHICLES

For ALL vehicles (including boats, jet ski's, trailers, campers, RV's, etc), please provide the following:

1. Make and model
2. Name(s) on title
3. Name(s) on indebtedness
4. Indebtedness owed on the vehicle(s), if any
5. Who pays the indebtedness?
6. Who is awarded each vehicle?
7. Is there a requirement for a party to refinance? If so, within what time period?

BANKING ACCOUNTS

Do you have any joint banking accounts? If so, we need the following:

1. Bank
2. Type of account (checking/savings)
3. Last 4 digits of account number
4. Balance
5. Who is awarded the account(s)?
6. How is the money in the account(s) to be divided?

RETIREMENT ACCOUNTS

For each retirement account, please provide the following:

1. Name on retirement account
2. What type of account
3. Who is awarded each account?
4. If either party is awarded a portion of the other's retirement, please state how much that party is awarded and provide a current statement (need an amount or percentage).
5. If a QDRO (this is an order whereby transferring the retirement money to the other party) is needed – who is responsible for paying for the QDRO to be prepared, executed and submitted?

BUSINESS

Is there a business? If so, what is the legal name of the business and who is awarded same?

ALIMONY

Is either party awarded alimony? If so, we need monthly amount and duration of same. Is it modifiable/non-modifiable?

ATTORNEY'S FEES

Is either party paying attorney's fees? If so, we need the amount and when it will be paid by.

MAIDEN NAME

Does Wife want her name maiden name restored? If so, we need how she specifically wants it to read. FIRST NAME; MIDDLE NAME; LAST NAME

TAX RETURNS

Is there a joint tax return that needs to be filed? If so, what for what year? Who is responsible for the tax liability? Who is awarded the tax refund? Who will file (party or

CPA)? When do the documents (in order to prepare tax return) need to be submitted to the party or CPA by (looking for a date)?

INSURANCE

Is there a requirement for either party to maintain health insurance on the other until the parties are divorced? This is with the understanding that once you are divorced, you can no longer carry insurance for the other as you are no longer related.

JOINT DEBT

Do you have any joint debt (ie credit cards, loans – excluding vehicle and mortgage loans as they are addressed above, etc.)? If so, we need the following:

1. Creditor
2. Type of account (ie credit card, loan)
3. Name on indebtedness
4. Total indebtedness owed
5. How will that indebtedness be paid?

NON-JOINT DEBT

Is there any debt in the other person's name that a party is asking he/she pay? If yes, I need specifics. For instance, he/she wants you to pay a portion (or all) of the credit card debt in the other party's name. If that is the case, then we need:

1. Creditor
2. Type of account (ie credit card, loan)
3. Name on indebtedness
4. Total indebtedness owed
5. How will that indebtedness be paid?