**INSTRUCTIONS FOR PREPARATION OF INVENTORY AND APPRAISEMENT**

Client's Name: Date:

**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 Appraisement. 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 Appraisement. 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.

**Verification**

"I have read these instructions and I state that all the community- and separate-property assets and liabilities are fully disclosed on the attached Preparation of Inventory and Appraisement of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Client)

Date:

**INVENTORY AND APPRAISEMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, submits this inventory and appraisement of all assets and liabilities, community and separate estates, as follows:

**Community Estate of the Parties**

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

1.1. Street address:

County of location:

Description of improvements, if any:

Legal description:

Current fair market value (as of [date]): $

Name of mortgage company and account number, if any:

Current balance of mortgage (as of [date]): $

Other liens against property:

Current net equity in property: $

1.2. Street address:

County of location:

Description of improvements, if any:

Legal description:

Current fair market value (as of [date]): $

Name of mortgage company and account number, if any:

Current balance of mortgage (as of [date]): $

Other liens against property:

Current net equity in property: $

1.3. Street address:

County of location:

Description of improvements, if any:

Legal description:

Current fair market value (as of [date]): $

Name of mortgage company and account number, if any:

Current balance of mortgage (as of [date]): $

Other liens against property:

Current net equity in property: $

**2. Cash and Accounts with Financial Institutions** (include cash, travelers checks, money orders, and accounts with commercial banks, savings and loan associations, and credit unions; exclude accounts with brokerage houses and any form of retirement account)

2.1. 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 [date]): $

2.2. 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 [date]): $

2.3. 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 [date]): $

2.4. 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 [date]): $

2.5. 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 [date]): $

**3. Motor Vehicles, Boats, Airplanes, Cycles, etc.** (exclude company-owned vehicles)

3.1. Year:

Model:

Name on certificate of title:

In possession of:

Vehicle identification number:

Name of creditor if loan against vehicle:

Current balance (as of [date]): $

Current net equity in vehicle: $

3.2. Year:

Model:

Name on certificate of title:

In possession of:

Vehicle identification number:

Name of creditor if loan against vehicle:

Current balance (as of [date]): $

Current net equity in vehicle: $

3.3 Year:

Model:

Name on certificate of title:

In possession of:

Vehicle identification number:

Name of creditor if loan against vehicle:

Current balance (as of [date]): $

Current net equity in vehicle: $

3.4. Year:

Model:

Name on certificate of title:

In possession of:

Vehicle identification number:

Name of creditor if loan against vehicle:

Current balance (as of [date]): $

Current net equity in vehicle: $

3.5. Year:

Model:

Name on certificate of title:

In possession of:

Vehicle identification number:

Name of creditor if loan against vehicle:

Current balance (as of [date]): $

Current net equity in vehicle: $

**4. Retirement Benefits**

4.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 414(I))

4.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 [date]): $

Current community value (as of [date]): $

Balance of loan against plan: $

4.A.2. 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 [date]): $

Current community value (as of [date]): $

Balance of loan against plan: $

4.B. *Defined Benefit Plan* (any plan that is not a defined contribution plan and that usually involves payment of benefits according to a formula. IRC 414(j))

4.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:

Current value of community interest in plan (as of [date]):

$

4.B.2. 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:

Current value of community interest in plan (as of [date]):

$

4.C. *IRA/SEP*

4.C.1. Name of financial institution:

Account name:

Account number:

Payee of survivor benefits:

Designated beneficiary:

Current account balance (as of ): $

Current community balance (as of [date]): $

4.C.2. Name of financial institution:

Account name:

Account number:

Payee of survivor benefits:

Designated beneficiary:

Current account balance (as of ): $

Current community balance (as of [date]): $

4.D. *Military Benefits*

4.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 [date]): $

Percentage of plan that is community: %

4.D.2. 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 [date]): $

Percentage of plan that is community: %

4.E. *Nonqualified Plans*

4.E.1. Name of financial institution:

Account name:

Account number:

Account balance as of date of marriage:

Payee of survivor benefits:

Designated beneficiary:

Current value of community interest in plan (as of [date]):

$

4.E.2. Name of financial institution:

Account name:

Account number:

Account balance as of date of marriage:

Payee of survivor benefits:

Designated beneficiary:

Current value of community interest in plan (as of [date]):

$

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

4.F.1. Name of plan:

Account name:

Account number:

Account balance as of date of marriage:

Payee of survivor benefits:

Designated beneficiary:

Current value of community interest in plan (as of [date]):

$

4.F.2. Name of plan:

Account name:

Account number:

Account balance as of date of marriage:

Payee of survivor benefits:

Designated beneficiary:

Current value of community interest in plan (as of [date]):

$

**5. Other Deferred Compensation Benefits** (e.g., workers' compensation, disability benefits, bonuses and other "special payments," employee stock options, and other forms of compensation)

5.1. Husband

|  |  |
| --- | --- |
| Description of Asset | Value |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
|  |  |

5.2. Wife

|  |  |
| --- | --- |
| Description of Asset | Value |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
|  |  |

**6. Insurance and Annuities**

6.A. *Life Insurance*

6.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:$

6.A.2. 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: $

*6.B.* *Annuities*

6.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:

Value on date of marriage:

Current value (as of [date]): $

Designated beneficiary:

Balance of loan against policy: $

6.B.2. 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:

Value on date of marriage:

Current value (as of [date]): $

Designated beneficiary:

Balance of loan against policy: $

**7. Brokerage/Mutual Fund Accounts** (include accounts not previously disclosed in this inventory)

7.1. Name of brokerage firm:

Address of brokerage firm:

Name account held in:

Name of account (and subaccounts if any):

Account number (and numbers of subaccounts if any):

Community value of each account (and subaccounts if any)

(as of [date]): $

7.2. Name of brokerage firm:

Address of brokerage firm:

Name account held in:

Name of account (and subaccounts if any):

Account number (and numbers of subaccounts if any):

Community value of each account (and subaccounts if any)

(as of [date]): $

7.3. Name of brokerage firm:

Address of brokerage firm:

Name account held in:

Name of account (and subaccounts if any):

Account number (and numbers of subaccounts if any):

Community value of each account (and subaccounts if any)

(as of [date]): $

**8. Publicly Traded Stocks, Bonds, and Other Securities** (include securities not previously disclosed in this inventory)

8.1. Name of security:

Number of shares:

Type of security: [common stock/preferred stock/bond/other security]:

Certificate numbers:

In possession of:

Current market value (as of [date]): $

Name of exchange on which listed:

Pledged as collateral? [Yes/No]

8.2. Name of security:

Number of shares:

Type of security: [common stock/preferred stock/bond/other security]:

Certificate numbers:

In possession of:

Current market value (as of [date]): $

Name of exchange on which listed:

Pledged as collateral? [Yes/No]

**9. Closely Held Business Interests** (include sole proprietorships, professional practices, partnerships, joint ventures, and other nonpublicly traded corporate business entities, and so forth)

9.1. Name of business:

Address:

Type of business organization:

Percentage of ownership:

Number of shares owned (if applicable):

Value (as of [date]): $

Balance of accounts receivable if on cash accounting basis: $

Balance of liabilities if on cash accounting basis: <$ >

**10. 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)

10.1. 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 [date]): $

10.2. 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 [date]): $

**11. Household Furniture, Furnishings, and Fixtures**

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

Description and value of each item in possession of husband:

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

Description and value of each item in possession of wife:

**12. Electronics and Computers**

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

Description and value of each item in possession of husband:

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

Description and value of each item in possession of wife:

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

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

Description and value of each item in possession of husband:

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

Description and value of each item in possession of wife:

**14. Miscellaneous Sporting Goods and Firearms**

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

Description and value of each item in possession of husband:

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

Description and value of each item in possession of wife:

**15. Jewelry and Other Personal Items**

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

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. Club Memberships**

17.1. Name of club:

Name membership held in:

Account number:

Current value (as of [date]): $

Method of valuation:

17.2. Name of club:

Name membership held in:

Account number:

Current value (as of [date]): $

Method of valuation:

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

18.1. Name of airline:

Account number:

Current number of miles (as of [date]):

Value (if any): $

18.2. Name of airline:

Account number:

Current number of miles (as of [date]):

Value (if any): $

**19. Miscellaneous Assets** (intellectual property, licenses, crops, cemetery lots, gold or silver coins not part of a collection described elsewhere in this inventory, tax overpayments, loss carry-forward deductions)

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. Community Claim for Reimbursement**

20.1. Reimbursement claim against husband's separate estate:

Basis of claim:

Amount claimed: $

20.2. Reimbursement claim against wife's separate estate:

Basis of claim:

Amount claimed: $

**21. Contingent Assets** (e.g., lawsuits by either party against third party)

21.1. Nature of claim:

Amount of claim: $

21.2. Nature of claim:

Amount of claim: $

**22. Community Liabilities**

22.A. *Credit Cards and Charge Accounts*

1. Name of creditor:

Account number:

Name(s) on account:

Current balance (as of [date]): <$ >

Balance as of [date of separation]: <$ >

2. Name of creditor:

Account number:

Name(s) on account:

Current balance (as of [date]): <$ >

Balance as of [date of separation]: <$ >

3. Name of creditor:

Account number:

Name(s) on account:

Current balance (as of [date]): <$ >

Balance as of [date of separation]: <$ >

4. Name of creditor:

Account number:

Name(s) on account:

Current balance (as of [date]): <$ >

Balance as of [date of separation]: <$ >

5. Name of creditor:

Account number:

Name(s) on account:

Current balance (as of [date]): <$ >

Balance as of [date of separation]: <$ >

22.B. *Federal, State, and Local Tax Liability*

22.B.1. Amount owed in any previous tax year: <$ >

[**describe liability, e.g.**, federal income tax/property taxes]

Amount owed for current year : <$ >

22.C. *Attorney's Fees in This Case*

22.C.1. Husband (as of [date]): <$ >

22.C.2. Wife (as of [date]): <$ >

22.D. *Other Professional Fees in This Case*

22.D.1. Husband (as of [date]): <$ >

22.D.2. Wife (as of [date]): <$ >

22.E. *Other Liabilities Not Otherwise Listed in This Inventory* (e.g., loans, margin accounts)

22.E.1. Name of creditor:

Account number:

Party incurring liability:

Is loan evidenced in writing? [Yes/No]

Current balance (as of [date]): <$ >

Security, if any:

22.E.2. Name of creditor:

Account number:

Party incurring liability:

Is loan evidenced in writing? [Yes/No]

Current balance (as of [date]): <$ >

Security, if any:

22.E.3. Name of creditor:

Account number:

Party incurring liability:

Is loan evidenced in writing? [Yes/No]

Current balance (as of [date]): <$ >

Security, if any:

22.F. *Reimbursement Claims against Community Estate*

22.F.1. Reimbursement claim by husband's separate estate against community estate:

Value (as of [date]): <$ >

22.F.2. Reimbursement claim by wife's separate estate against community estate:

Value (as of [date]): <$ >

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

22.G.1. Name of creditor:

Name of person primarily liable:

Amount of contingent liability: <$ >

Nature of contingency:

22.G.2. Name of creditor:

Name of person primarily liable:

Amount of contingent liability: <$ >

Nature of contingency:

**Separate Estates of the Parties**

**23. 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)

23.1. Description of asset:

Date property acquired:

How acquired (e.g., by gift, by devise, by descent, or owned before marriage):

Value (as of [date]): $

23.2. Husband's separate reimbursement claim against community estate:

Value (as of [date]): $

23.3. Husband's separate reimbursement claim against wife's separate estate:

Value (as of [date]): $

**24. Liabilities of Husband's Separate Estate**

24.1. Description of liability:

Date of liability:

How liability acquired:

Amount of liability (as of [date]): <$ >

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

Value (as of [date]): <$ >

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

Value (as of [date]): <$ >

**25. 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)

25.1. Description of asset:

Date property acquired:

How acquired (e.g., by gift, by devise, by descent, or owned before marriage):

Value (as of [date]): $

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

Value (as of [date]): $

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

Value (as of [date]): $

**26. Liabilities of Wife's Separate Estate**

26.1. Description of liability:

Date of liability:

How liability acquired:

Amount of liability (as of [date]): <$ >

26.2. Husband's separate reimbursement claim against wife's separate estate:

Value (as of [date]): <$ >

26.3. Community estate's reimbursement claim against wife's separate estate:

Value (as of [date]): <$ >

**Children's Property**

**27. Children's Accounts** (e.g., custodial accounts under the Texas Uniform Gifts to Minors Act or Uniform Transfers to Minors Act)

27.1. Name of financial institution:

Name of account:

Account number:

Amount on deposit (as of [date]): $

Name of minor for whom funds were deposited:

27.2. Name of financial institution:

Name of account:

Account number:

Amount on deposit (as of [date]): $

Name of minor for whom funds were deposited:

27.3. Name of financial institution:

Name of account:

Account number:

Amount on deposit (as of [date]): $

Name of minor for whom funds were deposited:

27.4. Name of financial institution:

Name of account:

Account number:

Amount on deposit (as of [date]): $

Name of minor for whom funds were deposited:

**28. Children's Other Property** (e.g., property other than custodial accounts under the Texas Uniform Gifts to Minors Act or Uniform Transfers to Minors Act)

28.1. Description of Asset:

Value of the asset:(as of [date]): $

Name of minor for whom asset is held:

28.2. Description of Asset:

Value of the asset:(as of [date]): $

Name of minor for whom asset is held:

28.3. Description of Asset:

Value of the asset:(as of [date]): $

Name of minor for whom asset is held:

28.4. Description of Asset:

Value of the asset:(as of [date]): $

Name of minor for whom asset is held:

**Trust and Estate Assets**

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

29.1. 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 [date]): $

29.2. 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 [date]): $

29.3. 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 [date]): $

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

30.1. 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 [date]): $

**Verification**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, state on oath that, to the best of my knowledge and belief, this inventory and appraisement contains -

1. a full and complete list of all properties that I claim belong to the community estate of me and my spouse, with the values thereof;

2. a full and complete list of all properties in my possession or subject to my control that I claim or admit are my or my spouse's separate property and estate, with the values thereof; and

3. a full and complete list of the debts that I claim are community indebtedness.

Any omission from this inventory is not intentional but is done through mere inadvertence and not to mislead my spouse. There may be other assets and liabilities of which my spouse is aware, and the omission of those items from this inventory should not be construed as a waiver of my interest in them.

|  |  |
| --- | --- |
| State of Texas |  |
| County of |  |

SIGNED under oath before me on .

Notary Public, State of Texas