

Memo

TO: Client
FROM: Law Office of Kelly M. Heitkamp
RE: Inventory and Appraisal of Property in a Divorce Proceeding

Thank you for choosing my office to assist you during this very difficult time. In order to represent you properly, it is important that I have a full and complete picture of your entire estate, community and separate. To accomplish this, I have attached an inventory form which I will need for you to complete. When doing so, please keep in mind that account numbers, VIN's, balances, and values are very important. Indeed, the inventory is of no use to me in my representation of you if this information is not provided.

When completing the attached inventory sheet, it will be of great benefit to you if you keep in mind the following:

1. When determining the value of furniture, fixtures, appliances, electronic equipment, art work, and the like, please provide what is commonly referred to as "garage sale values". My interpretation of "garage sale value" is – If you saw that exact same item, in the exact same condition as you have it now, in someone's garage sale, what would you be willing to pay for it. Obviously this type of value would not be equal to the new or purchase price of the item.

2. When determining the value of motorized autos, please provide the Kelly Blue Book value. If you do not have access to the Kelly Blue Book, my office can assist you with this value.

3. When determining the value of real property, please provide a recent appraised value. If it has been over one year since your property was appraised by a professional real estate appraiser, you may consider contacting a real estate agent and asking them to take a look at your property and tell you what they believe you could get for it on today's market. Bear in mind that a formal appraisal of the property may be necessary in the future if the value of the property becomes a matter of dispute.

4. Community Property is that property (including sums of money) acquired by you and/or your spouse during the marriage.

5. Separate Property is that property (including sums of money) acquired by you or your spouse before the marriage, or was received by you or your spouse by gift or inheritance.

Should you have any questions, please do not hesitate to contact my office.

ITEMIZED INVENTORY

Community Real Property (Houses, Land, Time Shares, etc.)

Address: _____
County: _____
Current Value: _____
Mortgage Lender: _____
Original Loan Amt.: _____
Down Payment Amt. & Source: _____
Current Loan Balance: _____

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County: _____
Current Value: _____
Mortgage Lender: _____
Original Loan Amt.: _____
Down Payment Amt. & Source: _____
Current Loan Balance: _____

If there is more real property, please use a separate sheet of paper.

Cash and Accounts with Financial Institutions

Account Holder: _____
Name of Bank: _____
Type of Acct: _____
Acct Number: _____
Current Balance: _____

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Name of Bank: _____
Type of Acct: _____
Acct Number: _____
Current Balance: _____

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Current Balance: _____

Account Holder: _____
Name of Bank: _____
Type of Acct: _____
Acct Number: _____
Current Balance: _____

If there are more accounts, please use a separate sheet of paper.

Motor Vehicles, ATV's, Boats, Airplanes, etc.

Year: _____
Make & Model: _____
Name on title: _____
Current Value: \$ _____
Lender: _____
Current Balance: \$ _____
VIN: _____
Possession of: _____

Year: _____
Make & Model: _____
Name on title: _____
Current Value: \$ _____
Lender: _____
Current Balance: \$ _____
VIN: _____
Possession of: _____

Year: _____
Make & Model: _____
Name on title: _____
Current Value: \$ _____
Lender: _____
Current Balance: \$ _____
VIN: _____
Possession of: _____

Year: _____
Make & Model: _____
Name on title: _____
Current Value: \$ _____
Lender: _____
Current Balance: \$ _____
VIN: _____
Possession of: _____

(If there are more vehicles, please use a separate sheet of paper.)

Retirement Accounts

Account Holder: _____
Type of Account: _____
Account No.: _____
Balance on Date of Marriage: _____
Current Balance: _____

Account Holder: _____
Type of Account: _____
Account No.: _____
Balance on Date of Marriage: _____
Current Balance: _____

Account Holder: _____
Type of Account: _____
Account No.: _____
Balance on Date of Marriage: _____
Current Balance: _____

Account Holder: _____
Type of Account: _____
Account No.: _____
Balance on Date of Marriage: _____
Current Balance: _____

Insurance & Annuities (Life Insurance, etc.)

Policy Holder: _____
Type of Policy: _____
Value of Policy: _____
Beneficiary(ies): _____

Policy Holder: _____
Type of Policy: _____
Value of Policy: _____
Beneficiary(ies): _____

Brokerage/Mutual Fund Accounts:

Account Holder: _____
Broker/Bank: _____
Account No.: _____
Current Value: \$ _____

Account Holder: _____
Broker/Bank: _____
Account No.: _____
Current Value: \$ _____

Closely Held Business Interests

Name of Business: _____
Type of Business: _____
Date of Inception: _____
Accounts Receivable: _____
Debt: _____
Current Value: _____
Community Value: _____

Money Owed to You or Your Spouse:

Current Amount of Debt: \$ _____
Owed to Whom: _____
Owed by Whom: _____

Current Amount of Debt: \$ _____
Owed to Whom: _____
Owed by Whom: _____

