



Syndicate Subscription Legal Plans

ASSET & DEBT DIVISION **CLIENT INTAKE QUESTIONNAIRE:**

CONFIDENTIAL. This questionnaire gathers the information needed to identify, value, and divide property and debts after a marriage, registered domestic partnership, or other relationship ends — whether you are asking for a division or responding to one. For each item, the key questions are WHEN it was acquired (before marriage, during marriage, or after separation), HOW it was paid for, and WHOSE name it is in. Estimates are fine. If a question does not apply, write "N/A." If unknown, write "Unknown." Attach additional pages if needed.

NAME OF THE CLIENT:

☐ Full Legal Name: _____

Syndicate Plan Member ID: _____ **Plan Start Date:** _____

Preferred method of contact:

☐ Phone

☐ Text

☐ Email

Is it safe to contact you at the phone and email listed below? ☐ Yes ☐ No

Safe contact method / times: _____

PART 1 — YOUR GOAL

1.1 What are you seeking? (check all that apply):

☐ Seeking a division of property and debts

☐ Defending against / responding to the other party's property claims

☐ Enforcing an existing property judgment or settlement

☐ Dividing an asset or debt that was left out of a prior judgment

☐ Setting aside a judgment (e.g., fraud, nondisclosure)

☐ Not sure — need advice

1.2 Main areas of concern or dispute:

☐ Family home / real estate

☐ Retirement / pension

☐ Business interest

☐ Separate property claim

☐ Hidden or wasted assets

☐ Debts / who pays what

☐ Reimbursement claims

☐ Pets / personal items

1.3 In your own words, what outcome do you want, and what does the other party want? _____

1.4 Approach:

☐ Negotiate / mediate

☐ Go to court

☐ Not sure



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PART 2 — RELATIONSHIP & CASE INFORMATION

2.1 Relationship type:

- ☐ Married
- ☐ Registered Domestic Partners
- ☐ Unmarried / living together (no registration)

Community property rules generally apply only to marriages and registered domestic partnerships. Unmarried partners may have claims based on agreements (written, oral, or implied) or joint ownership, which follow different rules.

2.2 Date of Marriage / Registration: _____ Place: _____

2.3 Date you began living together: _____

2.4 Date of Separation: _____ Who moved out? _____

2.5 Is the date of separation disputed? ☐ Yes ☐ No

If yes, explain: _____

Earnings and most property acquired after the date of separation are generally separate property, so this date can be critical.

2.6 States / countries you lived in during the marriage: _____

2.7 Has a divorce, separation, nullity, or property case been filed? ☐ Yes ☐ No

If yes — Court / County / State: _____

Case Number: _____ Date Filed: _____

Who filed?

- ☐ Me ☐ The other party

Next hearing / trial / mediation date: _____

2.8 Has the other party hired a lawyer? ☐ Yes ☐ No

If yes — Name / Firm / Phone: _____

2.9 Have Declarations of Disclosure been exchanged? ☐ Yes ☐ No

☐ I served mine ☐ Other party served theirs

☐ Preliminary only ☐ Final exchanged

2.10 Is there an existing judgment or settlement dividing property? ☐ Yes ☐ No

If yes — date entered and what remains unresolved: _____

2.11 Is there a prenuptial, postnuptial, or other property agreement? ☐ Yes ☐ No

If yes — date signed and summary: _____

2.12 Any written agreement changing an asset from separate to community? ☐ Yes ☐ No

Please attach copies of any agreements, judgments, and disclosures.

PART 3 — THE PARTIES

3A You:

Last Name: _____ First: _____ Middle: _____



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Other names used: _____ Date of Birth: _____
Address: _____
City: _____ County: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Occupation / Employer: _____ Gross Monthly Income: \$ _____

3B Other Party (Spouse / Partner):

Last Name: _____ First: _____ Middle: _____
Other names used: _____ Date of Birth: _____
Address: _____
City: _____ County: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Occupation / Employer: _____ Gross Monthly Income: \$ _____
3.1 Are there minor children of the relationship? ☐ Yes ☐ No
If yes — names and ages: _____

PART 4 — REAL ESTATE

Property Address	Date Acquired	Title Held By	Purchase Price \$	Est. Value \$	Loan Balance \$

- 4.1 Was separate money used for a down payment on any property? ☐ Yes ☐ No
If yes, explain: _____

- 4.2 Was a home owned before marriage paid down during the marriage? ☐ Yes ☐ No
If yes, explain: _____

- 4.3 Was separate money used to pay for improvements to any property? ☐ Yes ☐ No
If yes, explain: _____

- 4.4 Who is living in the family home now? _____ Since: _____
- 4.5 Who has paid the mortgage, taxes, and insurance since separation? _____



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4.6 What would you like to happen with the family home?

☐ Keep it (buy out other party)

☐ Sell and divide proceeds

☐ Other party keeps it

☐ Not sure

PART 5 — BANK, INVESTMENT & DIGITAL ACCOUNTS

List checking, savings, brokerage, money market, CDs, cryptocurrency, PayPal/Venmo, and cash. Last 4 digits only.

Institution / Type	Last 4	Name(s) on Account	Opened (Date)	Balance at Separation \$	Current Balance \$

5.1 Were any accounts opened before marriage or funded by gifts / inheritance?

☐ Yes ☐ No

If yes, explain: _____

5.2 Has money been withdrawn or moved from any account since separation?

☐ Yes ☐ No

If yes, explain: _____

PART 6 — RETIREMENT, PENSIONS & EMPLOYEE BENEFITS

Include 401(k), 403(b), 457, IRA, Roth IRA, pensions, military or government retirement, deferred compensation, stock options, RSUs, ESPP, and life insurance with cash value.

Plan / Benefit & Employer	Owner	Date Began Participating	Current Value \$	Loans Against It \$

6.1 Did either party contribute to any plan before the marriage?

☐ Yes ☐ No

If yes, explain: _____



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6.2 Has either party retired, or is retirement expected soon? ☐ Yes ☐ No

If yes, explain: _____

6.3 Are there unvested stock options or RSUs granted during the marriage? ☐ Yes ☐ No

If yes, explain: _____

PART 7 — BUSINESS INTERESTS

7.1 Does either party own all or part of a business or professional practice? ☐ Yes ☐ No

Business Name & Entity Type	Owner(s) / %	Date Started / Acquired	Est. Value \$	Annual Income \$

7.2 Describe each party's role in the business and whether it grew during the marriage because of either party's efforts: _____

7.3 Has the business ever been appraised, or been offered for sale? ☐ Yes ☐ No

If yes, explain: _____

PART 8 — VEHICLES & PERSONAL PROPERTY

Vehicle / Boat / RV (Year, Make, Model)	Title Holder	Est. Value \$	Loan Balance \$	Who Has It?

8.1 Valuable personal property (jewelry, art, collectibles, firearms, equipment, furniture) and who has it: _____



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8.2 Pets — name, type, and who cares for them now: _____

8.3 Personal items you want returned or kept (including items of sentimental value): _____

PART 9 — SEPARATE PROPERTY CLAIMS

Property owned before marriage, received by gift or inheritance, or acquired after separation is generally separate. If separate funds were mixed with community funds, records will be needed to trace them.

Asset Claimed as Separate	Whose Claim?	Basis (before marriage, gift, inheritance, other)	Value \$

9.1 Was separate property mixed with joint funds or retitled jointly? ☐ Yes ☐ No

If yes, explain: _____

9.2 Do you have records to prove the source of the funds? ☐ Yes ☐ No

9.3 Did either party receive a personal injury settlement or award during the marriage? ☐ Yes ☐ No

If yes, explain: _____

PART 10 — DEBTS

Include mortgages (if not listed above), credit cards, personal and student loans, medical debt, tax debt, and business debt.

Creditor / Type	Whose Name?	Incurred (Date)	Balance \$	Monthly Payment \$	What Was It For?



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10.1 Were any debts incurred after separation, or for one party's benefit only? ☐ Yes ☐ No

If yes, explain: _____

10.2 Are there unpaid taxes, audits, or tax refunds due for any year of the marriage? ☐ Yes ☐ No

If yes, explain: _____

10.3 Has either party filed bankruptcy or is considering it? ☐ Yes ☐ No

PART 11 — REIMBURSEMENT & MISCONDUCT ISSUES

11.1 Since separation, have you paid community debts yourself? ☐ Yes ☐ No

If yes, explain: _____

11.2 Has one party had sole use of the home or another asset? ☐ Yes ☐ No

If yes, explain: _____

11.3 Do you believe any assets or income are being hidden or undervalued? ☐ Yes ☐ No

If yes, explain: _____

11.4 Community money spent on gifts, gambling, or a new partner? ☐ Yes ☐ No

If yes, explain: _____

11.5 Were assets sold, transferred, or given to others without the other party's consent? ☐ Yes ☐ No

If yes, explain: _____

11.6 Has either party taken or destroyed property since separation? ☐ Yes ☐ No

If yes, explain: _____

Safety:

If you are in immediate danger, call 911. The National Domestic Violence Hotline is 1-800-799-7233.

11.7 Is there a restraining order, or any history of domestic violence? ☐ Yes ☐ No

11.8 Do you have concerns about retrieving property or records safely? ☐ Yes ☐ No



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PART 12 — PRIORITIES

12.1 List the items that matter most to you, in order of priority: _____

12.2 Items you would be willing to give up in a settlement: _____

12.3 Anything else we should know (tax concerns, deadlines, pending sales, family loans, property in other states or countries): _____

PART 13 — DOCUMENT CHECKLIST

Please provide copies of the following, if available. Check each item you are including.

- | | |
|---|---|
| ☐ Tax returns (last 3–5 years) | ☐ Pay stubs / W-2s / 1099s / K-1s |
| ☐ Deeds, closing & mortgage statements | ☐ Bank & brokerage statements |
| ☐ Retirement & pension statements | ☐ Stock option / RSU grant documents |
| ☐ Business financials & tax returns | ☐ Vehicle titles & loan statements |
| ☐ Credit card & loan statements | ☐ Credit reports |
| ☐ Pre- / postnuptial agreements | ☐ Gift / inheritance / trust documents |
| ☐ Disclosures (FL-140 / 142 / 150) | ☐ Existing judgments / court orders |
| ☐ Appraisals or valuations | ☐ Insurance policies |

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating my property and debt division matter.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

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save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.