

# Disclosure Checklist

## Instructions:

1. Please tick N/A to those documents that do not apply to your situation.
2. Tick yes as you locate them and attach to the list either electronically or in hard copy (noting if it is a link remove all passwords attached).
3. If we have asked for twelve months of statements but you have only held the account for less than twelve months, all statements since you held the account.
4. The information in this checklist is a guide only and general in nature and is not a substitute for individualised legal advice.

Personal Taxation Documentation	Yes	N/A
My three (3) most recent Taxation Returns		
My three (3) most recent Notices of Assessment		

Personal Employment Documentation	Yes	N/A
My three (3) most recent payslips		
Most recent Centrelink Income Statement		
Statement of Service detailing current leave entitlements including long service leave		
Your resume/curriculum vitae detailing your work history and qualifications		

Personal Assets Documentation	Yes	N/A
The last twelve (12) months of statements for all bank accounts		
Share statement of investments (stock market, bitcoin etc)		
Three (3) recent real estate appraisals for each property owned		
Recent Red book valuation for all vehicles owned		
Recent valuation for all boats/watercraft owned		
Recent valuation for all caravans owned		
Recent valuation for all motorbikes owned		
If you have an investment property, the lease documentation		

Coffs Law Co.  
60 Moonee Street  
PO Box I038  
Coffs Harbour NSW 2450

Office: 02 5606 1225  
Website: [www.coffslawco.com.au](http://www.coffslawco.com.au)  
Email: [lawclerk@coffslawco.com.au](mailto:lawclerk@coffslawco.com.au)  
ABN: 67 281 955 445

# Disclosure Checklist

Joint Assets Documentation	Yes	N/A
The last twelve (12) months of statements for all bank accounts		
Share statement of investments (stock market, bitcoin etc)		
Three (3) recent real estate appraisals for each property owned		
Recent Red book valuation for all vehicles owned		
Recent valuation for all boats/watercraft owned		
Recent valuation for all caravans owned		
Recent valuation for all motorbikes owned		
If you have an investment property, the lease documentation		

Personal Liabilities Documentation	Yes	N/A
The last twelve (12) months of statements for all loan facilities (including mortgage, car, etc)		
The last twelve (12) months of statements for all credit cards		
Copies of any debt judgements made against you		
If you have a loan from your parents, the written agreement and a statement of how much is owing		

Joint Liabilities Documentation	Yes	N/A
The last twelve (12) months of statements for all loan facilities (including mortgage, car, etc)		
The last twelve (12) months of statements for all credit cards		
Copies of any debt judgements made against you		
If you have a loan from parents, the written agreement and a statement of how much is owing		

Coffs Law Co.  
60 Moonee Street  
PO Box I038  
Coffs Harbour NSW 2450

Office: 02 5606 1225  
Website: [www.coffslawco.com.au](http://www.coffslawco.com.au)  
Email: [lawclerk@coffslawco.com.au](mailto:lawclerk@coffslawco.com.au)  
ABN: 67 281 955 445

# Disclosure Checklist

Your Personal Superannuation Documentation	Yes	N/A
The last three (3) years of statements for superannuation funds		
If a member of a self-managed superannuation fund: Three most recent financial statements for the fund		
The value of the superannuation interest		
How you worked out the value		

The Other Parties Superannuation Documentation	Yes	N/A
The last three (3) years of statements for superannuation funds		
If a member of a self-managed superannuation fund: Three most recent financial statements for the fund		
The value of the superannuation interest		
How you worked out the value		

Sole Trader Documentation	Yes	N/A
Valuation of your tools of trade		
The last four (4) Business Activity Statements (BAS)		
Current Balance Sheet		
Current Profit & Loss Statement		
The last three (3) years of Financial Statements		

Business Partnership Documentation (for each partnership)	Yes	N/A
The last four (4) Business Activity Statements (BAS)		
Current Balance Sheet		
Current Profit & Loss Statement		
The last three (3) years of Financial Statements		
The Partnership Deed including any amendments		

Coffs Law Co.  
60 Moonee Street  
PO Box I038  
Coffs Harbour NSW 2450

Office: 02 5606 I225  
Website: [www.coffslawco.com.au](http://www.coffslawco.com.au)  
Email: [lawclerk@coffslawco.com.au](mailto:lawclerk@coffslawco.com.au)  
ABN: 67 28I 955 445

# Disclosure Checklist

Company Documentation (for each Company)	Yes	N/A
The last three (3) years of Financial Statements		
Current Balance Sheet		
Current Profit & Loss Statement		
The most recent Annual Return listing directors and shareholders		
The Company's Constitution including any amendments		

Trust Documentation, if you have any interest in a trust (for each Trust)	Yes	N/A
The last three (3) years of Financial Statements		
The last three (3) taxation returns		
The trust deed including any amendments		

Family Violence Documentation	Yes	N/A
Copies of any Apprehended Domestic Violence Orders (including provisional, interim and final)		
Copies of any medical reports re: injury		
Copies of any psychological reports re: trauma		
Copies of any statements provided to police		
Police Criminal History		
Court Attendance Notices		

Health Documentation	Yes	N/A
Letter from General Practitioner detailing current diagnoses and prescriptions		
Copies of any drug or alcohol testing undertaken		
Mental Health Care Plan		

Coffs Law Co.  
60 Moonee Street  
PO Box I038  
Coffs Harbour NSW 2450

Office: 02 5606 I225  
Website: [www.coffslawco.com.au](http://www.coffslawco.com.au)  
Email: [lawclerk@coffslawco.com.au](mailto:lawclerk@coffslawco.com.au)  
ABN: 67 28I 955 445