

Paul Crombeen o/a
KEMP PIRIE CROMBEEN

Barristers, Solicitors and Notaries*

Paul Crombeen, B.A., J.D.
George W. Kemp, B.Comm., LL.B.
Kathryn J. Pirie, B.A., LL.B.
Brigid A. Wilkinson, B.A., LL.B.

Phone: (705) 647-7353
Fax: (705) 647-6473

Email: nllaw@kemppirie.com
Website: www.kemppirie.com

*George W. Kemp, Kathryn J. Pirie and Brigid A. Wilkinson are employees of Kemp Pirie Crombeen

**DOCUMENTATION NEEDED for all Separation Agreements,
Court Applications, Marriage Contracts, and Cohabitation Agreements**

We need these documents to prepare a Separation Agreement, Court Application, Cohabitation Agreement or Marriage Contract.

EMPLOYMENT: Full name and address of employer.

If Self-Employed - full name of business, corporation number, address of business, shareholders information. Need statement of income and expenses.

PROOF OF INCOME: Proof of income for last 3 years - copies of 3 years of tax returns & NOAs.

If Unemployed - need social assistance stub / pension stub / WSIB stub / EI stub / ODSP or Ontario Works stub.

REAL ESTATE:

Matrimonial Home - Need MPAC statement, opinion of value, or appraisal.

Need address, who owns the home, whose name is the home in; date of purchase, amount paid; current value (if there is any dispute as to the value of the home, we will need a valuation carried out by an authorized appraiser).

HOUSEHOLD ITEMS AND VEHICLES: (Cars, Trucks, Boats, ATV's, skidoos, Campers, Trailers, all motorized vehicles, Tools, Heavy Equipment, Guns). List who has possession, what is the Market value of each item. Obtain black book values for vehicles when possible.

BANK ACCOUNTS:

Chequing and savings - copies of all bank statements, as of the date of separation, for all bank accounts, joint or sole. If you obtain statements online, please ensure the statement shows the account number, whose name the account is in, and the date of the statement. Please provide all pages for all statements.

RRSPs, GICs, BONDS, SECURITIES, ANY OTHER SAVINGS ACCOUNTS: Copies of all statements, as of the date of separation, for all accounts. If you obtain statements online, please ensure the statement shows the account number, whose name the account is in, and the date of the statement.

Pensions

We need a copy of the annual pension statement you receive each year. We will need a statement of the value, as of the date of separation.

Insurance Policies

We need a copy of any policy, or declaration page, which tells us the policy number, the life insurance company, the type of insurance, the name of the owner, the name of the beneficiary, the face amount and the cash surrender value.

Business Interests

Are you involved in any business that is not incorporated. Give us the name of the business, what your share of the business is, the name of any person you are in business with, and what your share of the business is worth, as of the date of separation.

Are you a shareholder in a corporation that is a privately held corporation (Not publicly listed). Give us the name of the company, the corporation number, what your position is with the company, who the shareholders are, how many shares you own, what percentage is your ownership, what your shares are worth as of the date of separation, and what your involvement is.

Money Owed to You

Does anyone owe you money, from an individual or a business. How much was owed as of the date of separation.

Other Property

Is there any other asset you own that has not been mentioned.

Debts

We need a statement, as at the date of separation, for:

Mortgages

Lines of Credit

Credit Cards

Vehicle Loans

Taxes Owed to CRA

Municipal Taxes

Property Taxes

Any other debts.

You will need to obtain a paper statement from the banking institution.