



## Personal Financial Appraisal

In order to assist in arriving at the right solution for your circumstances, please complete this questionnaire.

Should there be any information, which you believe is relevant but for which this questionnaire does not provide, please give such details on a separate sheet of paper.

The information that you provide will also form the basis of, if appropriate, the proposal for an Individual Voluntary Arrangement. As such, the details should be accurate and complete in every respect.

**It is an offence to seek support from creditors to a Voluntary Arrangement using false or erroneous information.**

### Debtor:

**Full** Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Previous Address if above is less than 3 years old:  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Maiden/Previous Name(s): \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile/Work No: \_\_\_\_\_

Email address: \_\_\_\_\_

No. of Dependents: \_\_\_\_\_ Ages: \_\_\_\_\_

### EMPLOYMENT DETAILS:

(If self-employed, please provide latest set of Accounts)

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
\_\_\_\_\_

Date Employment Commenced: \_\_\_\_\_

Gross Annual Salary: \_\_\_\_\_

**Please provide last 3 wage slips**

Professional Qualifications: \_\_\_\_\_

If you are running a business, does the business provide a Pension Scheme for its staff?

### Spouse/Partner:

\_\_\_\_\_

\_\_\_\_\_

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**Please provide last 3 wage slips**

\_\_\_\_\_

Yes No  
*If you have answered yes, please provide details.*

		Please tick one box	
		Yes	No
1	Have you ever had an Individual Voluntary Arrangement? <i>If yes, please provide details.</i>		
2	Have you made any arrangements with your creditors? <i>(e.g. personally or through CCCS/CAB or other debt adjuster)</i>		
3	Have you received a <b>Statutory Demand</b> or <b>Bankruptcy Petition</b> <i>If yes, please provide copies of relevant paperwork.</i>		
4	Has the Enforcement Officer or Court Bailiff visited you in the last six months? <i>If yes, please provide copies of relevant paperwork</i>		
5	Are you involved in any other legal proceedings with any of your creditors? <i>If yes, please provide further information, i.e. copy documentation.</i>		
6	Have you ever been declared <b>Bankrupt</b> ?		
	If so, do you have a <b>Trustee in Bankruptcy</b> ? or		
	Is the bankruptcy concluded?		
	<i>Please attach relevant papers</i>	Court No:	
7	Have you ever had a criminal conviction?		
8	Are you, or have you ever been, registered for VAT? <i>If yes, please provide registration number</i>		
9	Do you owe any arrears of tax? <i>If yes, please provide details of tax office or reference</i>		
10	Have you transferred any assets to any person or company in the last five years? <i>If yes, please give details</i>		
11	Have you guaranteed the debts of any other person or company? <i>If yes, please give details.</i>		
12	Have you had any claims made against you for breach of contract, including claims for faulty/incomplete work? <i>If yes, please give details</i>		
13	Have you any creditors who have yet to calculate or finalise the full amount of their claim? <i>If yes, please give details</i>		
14	Have you paid any of your creditors in priority to all of the other creditors? <i>If yes, please give details</i>		

## 15 Property

Do you own any freehold or leasehold property?

Yes

No

If you have answered yes, please answer the following questions, if no, please go to question 16.

	Property 1	Property 2
<b>Address:</b>		
<b>Age of Property:</b>		
<b>Type of Property:</b> (i.e. 3-bed semi/terraced etc)		
<b>Freehold or Leasehold:</b>		
<b>Approximate date of purchase</b>		
<b>Cost at date of purchase</b>		
<b>If jointly owned...</b>	<b>Percentage owned</b>	<b>Percentage owned</b>
<b>Current value</b> <i>Please supply a written agent's valuation (at no cost to yourself)</i>		
<b>Name and address of your lender and your Mortgage Account No.</b>		
<b>Amount of Mortgage outstanding</b>	<i>Please supply a recent statement</i>	<i>Please supply a recent statement</i>
<b>Any arrears?</b>	<i>How much?</i>	<i>How much?</i>
<b>Detail currently monthly payments</b>		
<b>Do you have any other loan secured against the property?</b>	<i>Please provide details of lender and amount outstanding</i>	<i>Please provide details of lender and amount outstanding</i>
<b>Do you let the property?</b>	<i>Amount of rent received</i>	<i>Amount of rent received</i>
<b>Name of tenant</b>		

16 If you live in rented accommodation, **please answer the following questions:**

<b>How much rent do you pay per month?</b>	
<b>Do you owe any rent arrears?</b>	
<b>How much per month are you paying in respect of these arrears?</b>	
<b>Name and address of Landlord:</b>	
<b>Have any goods been seized, or threatened to be, in lieu of rent arrears?</b>	
<b>When was the last rent review?</b>	
<b>When is the next rent review due?</b>	
<b>Is there a tenancy agreement? If yes, please supply a copy.</b>	

17 Other Assets/Property – please list **all** other personal assets. **Please supply copies of any agreements.**

	<b>Description</b>	<b>Current Value</b>	<b>Hire Purchase – amount outstanding, if any</b>	<b>Net Value</b>	<b>Full details incl. Agreement/Policy/ Account numbers</b>
<b>Motor Car</b>	<i>(make, age, mileage, reg.)</i>	£	£	£	
<b>2<sup>nd</sup> Motor Car</b>					
<b>Boat, Caravan, or other</b>					
<b>Antiques or other valuable items</b>					

17	Other Assets/Property continued				
<b>Shares</b>					
<b>Life Assurance Policies</b>					
<b>Savings Accounts</b>					
<b>Money owed to you</b>					
<b>Bank Accounts (if overdrawn, add to question 20)</b>					
<b>Other Assets (specify)</b>					

## 18 Income

**Note:** If your wages/salary are currently paid into a bank account and the bank is also one of your unsecured creditors, it is advisable to open a new account with a bank which is in no way related to any of your creditors. Failure to do this may result in any credit balance being taken at source and used to pay a related creditor (please contact a member of the IVA team if you need further assistance).

	Self £	Spouse/Partner £
<b>Net <u>monthly</u> salary after tax and NI</b>		
<b>Regular overtime/bonuses</b>		
<b>Child Benefit</b>		
<b>Other (please specify)</b>		

Child Benefit is currently being paid at the rate of:-

First/eldest Child	£17.45 per week (i.e. £75.62 per month)
Subsequent Children	£11.70 per week (i.e. £50.70 per month)
Eldest/only child (Lone parent rate)	£17.55 per week (i.e. £76.05 per month)

## 19 Expenditure

Please supply an account of your **monthly** expenditure, including any divorce settlement, attachment of earnings orders, maintenance order (CSA), etc.

	£	Comments
<b>Mortgage or Rent</b>		
<b>Second Charges/Secured Loans (if applicable)</b>		
<b>Mortgage/Rent Arrears (if applicable)</b>		
<b>Council Tax</b>		
<b>Water Rates</b>		
<b>House Building Insurance</b>		
<b>House Contents Insurance</b>		
<b>Life Insurance (please provide copies of policies)</b>		
<b>Endowment (please provide copies of policies)</b>		
<b>Gas</b>		
<b>Electricity</b>		
<b>Other Fuel (if appropriate)</b>		
<b>Housekeeping, food, clothing, etc.</b> (allowance £180 per adult / £100 per child)		
<b>Telephone (landline)</b>		
<b>Telephone (mobile)</b>		
<b>TV Licence</b>	10.50	
<b>Travelling – public transport</b>		
<b>Motor Vehicle – Petrol</b> (Please provide average monthly mileage)		
<b>Motor Vehicle – Insurance</b>		
<b>Motor Vehicle – Road Tax</b>		
<b>Motor Vehicle – Maintenance</b>		
<b>Motor Vehicle – Hire Purchase/Lease Payments</b>		
<b>Child Maintenance (CSA)</b>		
<b>School Meals and Travel</b>		
<b>Medical/Dental/Optical</b>		
<b>Contingency</b>		
- Single Person - <b>£40</b>		
- Couple without children - <b>£60</b>		
- Couple with children - <b>£80</b>		



21 Should your income and expenditure not materially change, are you able to offer to make payments to your creditors on a monthly basis?  Yes  No

If yes, how much?

£..... per month, commencing .....

22 Would you or anyone you know (e.g. a friend or relative) be prepared to make payments towards your creditors to avoid your bankruptcy?  Yes  No

**Important: Any such person should fully understand the nature of the commitment entered into and should, if needs be, seek independent advice before doing so.**

**If yes, give details .....**

23 Would any of your creditors (perhaps a friend or relative) be prepared to give up their claims against you to help you to avoid becoming bankrupt?  Yes  No

**Important: Any such person should fully understand the nature of the commitment entered into and should, if needs be, seek independent advice before doing so.**

**If yes, give details .....**

24 Would any person be prepared to guarantee that you will honour the terms of any Proposal accepted by your creditors? (i.e. if you fail to make any payments promised, they will do so).  Yes  No

**Important: Any such person should fully understand the nature of the commitment entered into and should, if needs be, seek independent advice before doing so.**

**If yes, give details .....**

25 Have you had any previous professional relationship with Debt Lifeboat or any of its partners during the past three years?  Yes  No

**If yes, give details .....**

26 It is a requirement that you are interviewed in Birmingham or another Debt Lifeboat office closer to you home. You will be required to take along two of the following documents for identification purposes:

**One of:**

- Full national passport
- Full national driving licence (photo card)
- National ID card (non-UK only)

**AND**

**One of:**

- A recent utility bill (within last 3 months)
- Bank Statement (recent)
- Building Society passbook/statement
- Last annual mortgage statement
- Pension book/child benefit book
- Council tax bill





## **The Way Forward**

In completing this questionnaire, you may have realised the full extent of your financial position and it may have helped you to form a view as to the extent of your assets and liabilities and also your future prospects. You may have already started to think about what kind of offer, if any, you will be able to make to your creditors.

Having given full consideration to the facts, it is important that there is no unnecessary delay and that positive steps are taken to deal with the pressure that creditors are putting you under.

An Individual Voluntary Arrangement (“IVA”) is not necessarily right for everyone. Many individuals have managed, with the right advice, to come to terms with their creditors without entering an IVA. In other cases, it might be more sensible to consider formal bankruptcy as a means of relieving creditor pressure and achieving a fresh start, once you are discharged (normally within one year).

A senior member of Debt Lifeboat’s team is happy to give you this advice, free of charge, without obligation on your part.

Debt Lifeboat have seen many similar situations in the past and we have an enormous body of experience we can bring to bear in trying to solve these problems. We are able to give you an initial free consultation, without obligation on either part. Debt Lifeboat is committed to giving you the best advice appropriate in your circumstances. We do not take sides and our objective is to ensure that fairness is maintained between the competing interests of the debtor(s) and creditors.

If an IVA is appropriate for you, we will advise how best to proceed. If you do not like what you hear, you do not have to take any further steps.

The people you should contact are:-

**Phillip H Allen – Insolvency Partner**  
**Dean Smith – Insolvency Manager**  
**Elaine Shepherd – Insolvency Assistant Manager**

**Specialising in IVAs and Bankruptcies**

**Tel: 0800 928 3328**

You have nothing to lose by talking to someone.