

FAMILY MEDIATION DOCUMENT CHECK LIST

If your separation involves the division of property or child or spousal support, you will need to gather documents for any of the following assets, debts expenses or income that are relevant to you or your family. Thorough preparation will increase the efficiency of your negotiation.

INCOME

- 1. Your most recent Income Tax Return, with attachments and your Notice of Assessment, if received.
- 2. Your spouse's most recent Income Tax Return, with attachments and Notice of Assessment, if received.
- 3. Your 3 last pay stubs, with code.
- 4. Your spouse's last 3 pay stubs, with code.
- 5. Evidence of any other source's of income for either of you, including bonuses, corporate share purchase agreements, child or spousal support, retirement or disability plan payments, E.I., Federal or Provincial Child Benefits, etc.

EXPENSES

Provide the most recent statements.

- 6. Mortgage statement(s)
- 7. Rental Agreement
- 8. Loan statement(s)
- 9. Car Lease(s) or Loan(s)
- 10. Line(s) of Credit statement(s)
- 11. Property Tax Statement(s)
- 12. Property Insurance Statement(s)
- 13. Life Insurance
- 14. Child care
- 15. Child education
- 16. Hydro
- 17. Telephone
- 18. Household Budget or Cash Flow Summary
- 19. Other

ASSETS

Provide the most recent statements.

- 20. Certificate(s) of Title
- 21. RRSP Statement(s)
- 22. Pension Statement(s)
- 23. Extended Health Care employment plan(s)
- 24. Pension Plan(s)
- 25. RESP Statement(s)
- 26. Family Trust(s) – document creating the trust & current account statement(s)
- 27. Bank – Chequing and Savings Accounts
- 28. Securities &/or Mutual Fund Accounts
- 29. Whole Life Insurance – certificate(s) and statement(s)

- ___ 30. Private Corporation or Partnership – Most recent income tax return, with attachments
- ___ 31. Collectables – List & provide evidence of purchase price &/or appraised value
- ___ 32. Jewelry – List and provide evidence of appraised value &/or purchase price
- ___ 33. Art Work – List and evidence of appraised value &/or purchase price
- ___ 34. Motor Vehicle(s) – purchase price
- ___ 35. Air line “miles” statement(s)
- ___ 36. Canada Pension Plan statements
- ___ 37. Life Insurance(s)
- ___ 38. List of household furnishings, china, crystal, computer, stereo, TV, etc, with used, as is, estimate of value
- ___ 39. Other

DEBTS

Provide most recent statements. NOTE: Some of these may also be listed under Expenses.

- ___ 40. Mortgage(s)
- ___ 41. Line(s) of Credit
- ___ 42. Car Lease(s) or Loan(s)
- ___ 43. Credit Card(s)
- ___ 44. Loan(s)
- ___ 45. Income Tax owing
- ___ 46. Other.

OTHER

- ___ 47. Your current Will.
- ___ 48. Any Pre-Nuptial Agreement, Marriage Agreement or Separation Agreement that you and your spouse have signed.
- ___ 49. Marriage Certificate
- ___ 50. If either of you were not born in Canada, evidence of your current status in Canada.
- ___ 51. Birth Certificates - for you and your spouse.

NOTE: Section 58(1) of the *Family Relations Act* of British Columbia defines family asset as:

Property owned by one or both spouses and ordinarily used by a spouse or a minor child of either spouse for a family purpose is a family asset.