

CHECKLIST

PREPARING FOR A PROPERTY SETTLEMENT

Here are some things you need to do when separating to prepare for a property settlement upon your divorce. You could think of it as a ‘financial stocktake’.

- Prepare an inventory of furniture in the home.
 - Check that all insurances are current and payments up to date.
 - Obtain originals and copies of the following documents:
 - Tax returns and superannuation interest statements from the past three financial years, as well as any current superannuation statements.
 - Employment contracts or pay slips from the past 12 months.
 - Statements and records of all current leave entitlements.
 - Bank and other financial institution documents as well as loan and credit card statements from the 12 months preceding the separation date.
 - Any share statements and information about all shares in any public company.
 - Financial records (including balance sheets and profit and loss statements) of any company of which you are/were Director or Shareholder for the last 3 years, and corresponding BAS statements.
 - Particulars of any trusts of which you are the Appointee, Trustee or any partner, including trust deeds and financial statements.
 - Particulars of any property disposed of by sale, transfer, assignment or gift in the 12 months prior to the separation date.
 - The address and rate notices of any real estate owned by you individually or jointly with another person.
 - Registration certificates of any motor vehicles owned, either individually or jointly with another person.
 - An estimate of the value of any contents and any other items of property, tools, machinery or any other assets held.
 - Details of any personal injury claim, inheritance or pending inheritance, or other financial resource.
- Use this information to make a list of every asset and estimated value. It doesn't matter if it's held in joint names, or in the name of one partner, or if it was owned by one partner prior to the relationship. Also make lists of every financial resource (including superannuation) and its value, and liabilities or debt and the amounts owing.

Sydney Law Group
Level 1, Suite 17
33 Waterloo Road
Macquarie Park NSW 2113

P: (02) 8819 4399
F: (02) 9423 4780
www.sydneylawgroup.com.au

This publication provides general information of an introductory nature and is not intended and should not be relied upon as a substitute for legal or other professional advice. While every care has been taken in the production of this publication, no legal responsibility or liability is accepted, warranted or implied by the authors or Sydney Law Group and any liability is hereby expressly disclaimed.