

Chapter 11 Worksheet of Necessary Documents

1. Documents of incorporation
2. Stockholders Register describing all equity owners
3. Names, addresses, and telephone numbers and emails for all Officers and Directors of the corporation, and minutes of the meeting where elected.
4. History of the corporation, including location of retail outlets
5. Name of current hazard and other business insurers, the agent's/broker's names and addresses, telephone, and email addresses.

6. Copies of current leases for each outlet.

7. Rent history on each outlet or location and total in default of rent.

8. 2017-2019 Federal and State tax returns for the corporation

9. Schedules of income and expenses **Or** profit and loss statements for each outlet and the entire corporation for the last 6 months.

10. Projections of income and expenses for the next 12 months for each outlet

11. Latest Balance sheet for the Corporation.

12. Detailed breakdown of all liabilities including names, addresses and account numbers for all creditors, and whether current or in default.

13. As to each obligation in default, when it went in default and a brief explanation why.

14. Describe any litigation filed or threatened, including Claimant, Name and Address of opposing counsel, and include any Complaints and other pleadings.

15. Describe any transfers and other transactions other than in the ordinary course of business in the last two years, including the nature of the transaction, the date of each, the names of the parties thereto, the property transferred, the value and consideration, whether the transferee was an insider or connected with the corporation, and whether the transaction or transfer could benefit the corporation by avoidance of it in bankruptcy.

16. Describe any executory, ongoing contracts with any vendors or service provider which you deem as beneficial and necessary to the corporation, and for which you desire the continuation of such relationship. Include the nature of the product/service provided, the name of the party with whom you have contracted and its agent's or officer's name, address, and telephone number; whether you are current in your obligation under the contract; why you deem it necessary or beneficial; and whether you have discussed a continuation of services or supply of product with the provider.

17. Describe any co-debtor or guarantor of any obligation, and a description of the obligations or debts involved. Provide the name, address, telephone number, and email address of each person or entity.

18. Description of any secured obligations, the name, address, telephone number and email address of each secured creditor, the description and market value of the collateral for each obligation. Provide a copy of the contract, note, and secured instrument including information regarding the filing or recording of such instrument. Detail whether the obligation is current or in default, and the amount in default. Detail whether there are any counterclaims, setoffs, or defenses to such secured claims, and the justification for such defenses, setoffs, or counterclaims. Include the name, address, email address, and telephone number for any collection agent or lawyer known to be engaged by any of such creditors and the identity of any witnesses to counterclaims, setoffs, or defenses, and their email addresses and telephone numbers.

location of such assets. Indicate which assets, if any, have been pledged as collateral for any obligation and a description of such obligation.

24. Describe all intangible assets owned by the Corporation, including any patents, licenses, copyrights, valuable contractual interests, ownership interests in any entities, stock, bonds or documents or and promissory notes, checking accounts or savings accounts with any banking institution, along with their individual current values, including current statements of accounts, and the method of the determination of asset values (where there is no obvious evidence of value), and the location of such assets. Indicate which assets, if any, have been pledged as collateral for any obligation and a description of such obligation.

25. Describe any assets which might appear to be assets of the Corporation, but are actually assets held in trust or otherwise for the benefit of other persons or entities, and the nature of the relationship including any documents declaring a trust or contractual interest.

26. Describe a liquidation analysis which will describe how the likely proceeds of any liquidation (as would be take place in a Chapter 7 winding up of the corporation), would compare with the likely distribution to be received by unsecured creditors over the term of a Reorganization Plan as contemplated by debtor. For purposes of this comparison, prepare a budget for the outlet or outlets which you contemplate to be retained, and show how that budget will result in disposable earnings after all expenses, including reasonable salaries for employees and managers, have been

deducted from the gross income of those outlets. The goal should be that the unsecured creditors should at least expect the value that they would experience in current liquidation by consenting to a Plan of Reorganization.