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Information Needed for an Application to Incur Debt

I. Documents Needed

- You must fill out the attached application, and schedule an appointment with one of the attorneys or paralegals and bring all documentation requested to your appointment.
- A copy of the proposed sales contract, purchase agreement, dealer's buyer order or any other proposed loan documentation which includes the terms of the proposed financing.
- The documentation must include the amount to be financed, proposed interest rate, proposed term of the loan and estimated monthly payment.
- Proof of your last 60 days proof of income from all sources for yourself all members of the household who financially contribute to assist in the payment of your monthly living expenses.
- A copy of you last filed Federal and State tax return documents.

II. Recommended Criteria for an Automobile

- The monthly payment must be \$471.00 or less.
- The interest rate must be 18% or less.
- The term of the loan must be 60 months or less.
- The proposed financing **MUST NOT** include credit life, credit disability, accidental death, GAP, other supplemental insurance, extended warranty, fabric protection/environmental packages or other items that the court may deem to be unnecessary and that may increase the price of the automobile.
- No luxury type vehicles will be allowed.
- The sales price of the vehicle must be within the suggested retail value "Book Value".
- If a down payment is contemplated/required, your application must disclose the source of down payment and its amount.
- You must be prepared to show that the purpose of the automobile is reasonable and necessary and you must be able to prove that you have the ability to afford a new loan payment as well as your current Chapter 13 plan payments.
- The Debtor's Chapter 13 Plan payments must be current.

III. Recommended Review Criteria - Homes, Mobile Homes and Student Loans

- If **Student Loan** request, must state the degree or certification sought, documentation from the educational institution showing the expected future costs of tuition and books, the expected completion date for the degree, expected repayment schedule, and the benefit to the debtor of obtaining the degree. The amount requested must closely match the expected costs for tuition and books for the period of time the loan is intended to cover.
- If a **Home Refinance** request, must be clear on the benefit to the Debtor.
- If a **Mobile Home** purchase request, must be clear on the benefit to the Debtor and the interest rate cannot exceed 6% on a 15 year loan or 7.5% on a 20 year loan.

Todd S. Johns, Chapter 13 Trustee
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Shreveport, LA 71166
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Email: jmckinnon@shrevech13.com

Application to Incur Debt

In order to submit a request to incur new debt while in your Chapter 13 Bankruptcy, you must complete the following application and provide a new budget with 60 days of pay records to the Trustee. If your Application is approved you must file the provided new budget with the Court within 30 days of the date of the approval being entered to the Court. The application and attached budget must be complete and clearly legible in order to be considered. It is advised you contact your attorney for assistance. You can also visit our website at www.13network.com, under "Other Links" for specific guidelines to follow for incurring new debt while in bankruptcy.

Date: _____

Case Number: _____

Debtor 1: _____

Debtor 2: _____

Reason to Incur Debt:

- Purchase Vehicle
- Purchase Home
- Purchase Tools
- Repair Home
- Repair Vehicle

- Refinance Vehicle
- Refinance Home
- Obtain Student Loan
- Other: _____

Have you made any previous loan requests while in bankruptcy? Yes ___ or No ___
If Yes, provide the date, amount, was the debt granted or denied, and payment status:

What is the name, address, telephone, and fax number of the LENDER you wish to use:

Terms of Financing: Loan Amount: _____
Monthly Payment: _____
Term of Loan: _____
Interest Rate: _____
Down Payment: _____

If down payment is necessary, what is the source of the down payment: _____.

Will the monthly payment of this new loan be made in addition to, or in replace of some other payment that you currently pay directly or in your Chapter 13 Plan? _____

Before this application can be reviewed you must submit the following:

- Provide the Amended Schedules I and J with 60 days of pay records
- Any loan documents, purchase agreement, or financing information with your application.
- This application must be complete and signed by both Debtors, if applicable.
- You may submit your request via email at jmckinnon@shrevech13.com, mail to PO Box 1770, Shreveport, LA 71166, or your attorney can submit this information on your behalf electronically in our express documents system.
- Be sure to review the guidelines on our website at www.13network.com, under “Other Links”. Your request must be within the guidelines provided to be considered.

Signature of Debtor 1: _____ Date: _____

Signature of Debtor 2: _____ Date: _____

When applying for a loan, please review the Trustee’s criteria for approval:

IF APPLYING FOR VEHICLE LOAN REQUEST:

- Vehicle Interest Rate must be under 18%.
- No GAP insurance contract or charges.
- No extended service contract/extended warranty contract.
- No luxury type vehicles.
- Vehicle payment must be less than \$500/month.
- Vehicle loan term must be 60 months or less.
- The sales price of the vehicle must be within the suggested retail value “Book Value.”
- The Debtor(s) plan payments must be current.
- If down payment contemplated/required, application must disclose source of down payment and amount.

IF A HOME REFINANCE/HOME REPAIR REQUEST

- Application must be clear on the benefit to the Debtor.
- Must include copies of Repair estimates or loan documentation.
- Note: If mortgage payments are reduced, plan payments will need to increase to reflect current income and expenses.

IF A STUDENT LOAN REQUEST

- The degree or certification sought.
- Length of time to complete program.
- Benefit to debtor obtaining the degree.

Fill in this information to identify your case:

Debtor 1 _____
First Name Middle Name Last Name

Debtor 2 _____
(Spouse, if filing) First Name Middle Name Last Name

United States Bankruptcy Court for the: _____ District of _____

Case number _____
(If known)

Check if this is:

- An amended filing
- A supplement showing post-petition chapter 13 income as of the following date:

MM / DD / YYYY _____

Official Form B 6I

Schedule I: Your Income

12/13

Be as complete and accurate as possible. If two married people are filing together (Debtor 1 and Debtor 2), both are equally responsible for supplying correct information. If you are married and not filing jointly, and your spouse is living with you, include information about your spouse. If you are separated and your spouse is not filing with you, do not include information about your spouse. If more space is needed, attach a separate sheet to this form. On the top of any additional pages, write your name and case number (if known). Answer every question.

Part 1: Describe Employment

1. Fill in your employment information.

If you have more than one job, attach a separate page with information about additional employers.

Include part-time, seasonal, or self-employed work.

Occupation may include student or homemaker, if it applies.

Employment status

- Employed
 Not employed

Employment status

- Employed
 Not employed

Occupation

Employer's name

Employer's address

Number	Street	Number	Street
_____	_____	_____	_____
_____	_____	_____	_____
City	State	ZIP Code	City
_____	_____	_____	_____

How long employed there? _____

Part 2: Give Details About Monthly Income

Estimate monthly income as of the date you file this form. If you have nothing to report for any line, write \$0 in the space. Include your non-filing spouse unless you are separated.

If you or your non-filing spouse have more than one employer, combine the information for all employers for that person on the lines below. If you need more space, attach a separate sheet to this form.

2. List monthly gross wages, salary, and commissions (before all payroll deductions). If not paid monthly, calculate what the monthly wage would be.

	For Debtor 1	For Debtor 2 or non-filing spouse
2.	\$ _____	\$ _____

3. Estimate and list monthly overtime pay.

3.	+\$ _____	+\$ _____
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4. Calculate gross income. Add line 2 + line 3.

4.	\$ _____	\$ _____
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	For Debtor 1	For Debtor 2 or non-filing spouse
Copy line 4 here..... → 4.	\$ _____	\$ _____
5. List all payroll deductions:		
5a. Tax, Medicare, and Social Security deductions	5a. \$ _____	\$ _____
5b. Mandatory contributions for retirement plans	5b. \$ _____	\$ _____
5c. Voluntary contributions for retirement plans	5c. \$ _____	\$ _____
5d. Required repayments of retirement fund loans	5d. \$ _____	\$ _____
5e. Insurance	5e. \$ _____	\$ _____
5f. Domestic support obligations	5f. \$ _____	\$ _____
5g. Union dues	5g. \$ _____	\$ _____
5h. Other deductions. Specify: _____	5h. + \$ _____	+ \$ _____
6. Add the payroll deductions. Add lines 5a + 5b + 5c + 5d + 5e + 5f + 5g + 5h.	6. \$ _____	\$ _____
7. Calculate total monthly take-home pay. Subtract line 6 from line 4.	7. \$ _____	\$ _____
8. List all other income regularly received:		
8a. Net income from rental property and from operating a business, profession, or farm Attach a statement for each property and business showing gross receipts, ordinary and necessary business expenses, and the total monthly net income.	8a. \$ _____	\$ _____
8b. Interest and dividends	8b. \$ _____	\$ _____
8c. Family support payments that you, a non-filing spouse, or a dependent regularly receive Include alimony, spousal support, child support, maintenance, divorce settlement, and property settlement.	8c. \$ _____	\$ _____
8d. Unemployment compensation	8d. \$ _____	\$ _____
8e. Social Security	8e. \$ _____	\$ _____
8f. Other government assistance that you regularly receive Include cash assistance and the value (if known) of any non-cash assistance that you receive, such as food stamps (benefits under the Supplemental Nutrition Assistance Program) or housing subsidies. Specify: _____	8f. \$ _____	\$ _____
8g. Pension or retirement income	8g. \$ _____	\$ _____
8h. Other monthly income. Specify: _____	8h. + \$ _____	+ \$ _____
9. Add all other income. Add lines 8a + 8b + 8c + 8d + 8e + 8f + 8g + 8h.	9. \$ _____	\$ _____
10. Calculate monthly income. Add line 7 + line 9. Add the entries in line 10 for Debtor 1 and Debtor 2 or non-filing spouse.	10. \$ _____ +	\$ _____ = \$ _____
11. State all other regular contributions to the expenses that you list in Schedule J. Include contributions from an unmarried partner, members of your household, your dependents, your roommates, and other friends or relatives. Do not include any amounts already included in lines 2-10 or amounts that are not available to pay expenses listed in Schedule J. Specify: _____		11. + \$ _____
12. Add the amount in the last column of line 10 to the amount in line 11. The result is the combined monthly income. Write that amount on the Summary of Schedules and Statistical Summary of Certain Liabilities and Related Data, if it applies		12. \$ _____ Combined monthly income
13. Do you expect an increase or decrease within the year after you file this form? <input type="checkbox"/> No. <input type="checkbox"/> Yes. Explain: _____		

Fill in this information to identify your case:

Debtor 1 _____
First Name Middle Name Last Name

Debtor 2 _____
(Spouse, if filing) First Name Middle Name Last Name

United States Bankruptcy Court for the: _____ District of _____

Case number _____
(if known)

Check if this is:

- An amended filing
- A supplement showing post-petition chapter 13 expenses as of the following date:

MM / DD / YYYY
- A separate filing for Debtor 2 because Debtor 2 maintains a separate household

Official Form B 6J

Schedule J: Your Expenses

12/13

Be as complete and accurate as possible. If two married people are filing together, both are equally responsible for supplying correct information. If more space is needed, attach another sheet to this form. On the top of any additional pages, write your name and case number (if known). Answer every question.

Part 1: Describe Your Household

1. Is this a joint case?

- No. Go to line 2.
- Yes. Does Debtor 2 live in a separate household?
 No
 Yes. Debtor 2 must file a separate Schedule J.

2. Do you have dependents?

No

Yes. Fill out this information for each dependent.....

Dependent's relationship to Debtor 1 or Debtor 2

Dependent's age

Does dependent live with you?

Do not list Debtor 1 and Debtor 2.

Do not state the dependents' names.

No
 Yes
 No
 Yes
 No
 Yes
 No
 Yes
 No
 Yes

3. Do your expenses include expenses of people other than yourself and your dependents?

- No
 Yes

Part 2: Estimate Your Ongoing Monthly Expenses

Estimate your expenses as of your bankruptcy filing date unless you are using this form as a supplement in a Chapter 13 case to report expenses as of a date after the bankruptcy is filed. If this is a supplemental *Schedule J*, check the box at the top of the form and fill in the applicable date.

Include expenses paid for with non-cash government assistance if you know the value of such assistance and have included it on *Schedule I: Your Income* (Official Form B 6I.)

Your expenses

4. The rental or home ownership expenses for your residence. Include first mortgage payments and any rent for the ground or lot.

4. \$ _____

If not included in line 4:

4a. Real estate taxes

4a. \$ _____

4b. Property, homeowner's, or renter's insurance

4b. \$ _____

4c. Home maintenance, repair, and upkeep expenses

4c. \$ _____

4d. Homeowner's association or condominium dues

4d. \$ _____

Debtor 1 _____
First Name Middle Name Last Name

Case number (if known) _____

Your expenses

- | | | |
|---|------|----------|
| 5. Additional mortgage payments for your residence, such as home equity loans | 5. | \$ _____ |
| 6. Utilities: | | |
| 6a. Electricity, heat, natural gas | 6a. | \$ _____ |
| 6b. Water, sewer, garbage collection | 6b. | \$ _____ |
| 6c. Telephone, cell phone, Internet, satellite, and cable services | 6c. | \$ _____ |
| 6d. Other. Specify: _____ | 6d. | \$ _____ |
| 7. Food and housekeeping supplies | 7. | \$ _____ |
| 8. Childcare and children's education costs | 8. | \$ _____ |
| 9. Clothing, laundry, and dry cleaning | 9. | \$ _____ |
| 10. Personal care products and services | 10. | \$ _____ |
| 11. Medical and dental expenses | 11. | \$ _____ |
| 12. Transportation. Include gas, maintenance, bus or train fare.
Do not include car payments. | 12. | \$ _____ |
| 13. Entertainment, clubs, recreation, newspapers, magazines, and books | 13. | \$ _____ |
| 14. Charitable contributions and religious donations | 14. | \$ _____ |
| 15. Insurance.
Do not include insurance deducted from your pay or included in lines 4 or 20. | | |
| 15a. Life insurance | 15a. | \$ _____ |
| 15b. Health insurance | 15b. | \$ _____ |
| 15c. Vehicle insurance | 15c. | \$ _____ |
| 15d. Other insurance. Specify: _____ | 15d. | \$ _____ |
| 16. Taxes. Do not include taxes deducted from your pay or included in lines 4 or 20.
Specify: _____ | 16. | \$ _____ |
| 17. Installment or lease payments: | | |
| 17a. Car payments for Vehicle 1 | 17a. | \$ _____ |
| 17b. Car payments for Vehicle 2 | 17b. | \$ _____ |
| 17c. Other. Specify: _____ | 17c. | \$ _____ |
| 17d. Other. Specify: _____ | 17d. | \$ _____ |
| 18. Your payments of alimony, maintenance, and support that you did not report as deducted
from your pay on line 5, <i>Schedule I, Your Income</i> (Official Form B 6I). | 18. | \$ _____ |
| 19. Other payments you make to support others who do not live with you.
Specify: _____ | 19. | \$ _____ |
| 20. Other real property expenses not included in lines 4 or 5 of this form or on <i>Schedule I: Your Income</i>. | | |
| 20a. Mortgages on other property | 20a. | \$ _____ |
| 20b. Real estate taxes | 20b. | \$ _____ |
| 20c. Property, homeowner's, or renter's insurance | 20c. | \$ _____ |
| 20d. Maintenance, repair, and upkeep expenses | 20d. | \$ _____ |
| 20e. Homeowner's association or condominium dues | 20e. | \$ _____ |

Debtor 1 _____
First Name Middle Name Last Name

Case number (if known) _____

21. Other. Specify: _____

21. +\$ _____

22. Your monthly expenses. Add lines 4 through 21.
The result is your monthly expenses.

22. \$ _____

23. Calculate your monthly net income.

23a. Copy line 12 (your combined monthly income) from Schedule I.

23a. \$ _____

23b. Copy your monthly expenses from line 22 above.

23b. - \$ _____

23c. Subtract your monthly expenses from your monthly income.
The result is your monthly net income.

23c. \$ _____

24. Do you expect an increase or decrease in your expenses within the year after you file this form?

For example, do you expect to finish paying for your car loan within the year or do you expect your mortgage payment to increase or decrease because of a modification to the terms of your mortgage?

No.

Yes.

Explain here: