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Dear Client,

Enclosed please find an "Inventory and Appraisement" and a "Proposed Division of Property" to complete for your divorce.

INVENTORY AND APPRAISEMENT

Texas law requires the Judge in a divorce to divide all property and all debts between husband and wife. In order to do this, the Judge requires us to submit an Inventory.

An Inventory is a listing of each item of property with its value; and a listing of each debt and its amount. Please fill out the attached form as completely as you can, drawing on any source of information to which you have access. Do not enlist your spouse's help unless I specifically permit it. **DO NOT LET ANYONE SEE THIS DOCUMENT AS IT IS A CONFIDENTIAL MATTER BETWEEN YOU AND YOUR ATTORNEY.** Be cautious as you and your spouse are now legal adversaries. You should verify all information on your own, especially when it comes to questions of the present value of property, you should make your own independent estimate.

Do not plan to complete your inventory at one sitting. Accurate information is very important in divorce cases. Be assured, however, that your effort is necessary and worthwhile.

To assist you in preparing the Inventory enclosed are the following:

1. Instructions (blue paper);
2. Sample (yellow paper);
3. Two blank Inventory forms, one for a rough draft and one to submit to the Court (white paper).

Please do the following in the order listed:

- First Carefully read the "Instructions for Preparation." (blue paper)
- Second Study the "Sample." (yellow paper)

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- Third Fill in one of the Inventory forms as your personal rough draft. (white paper)
- Fourth Use your rough draft to neatly print **IN BLACK INK, OR TYPE**, the "Inventory" which will be submitted to the **Court**.
- Fifth Do not use cents when preparing this inventory. Always round up to the next higher dollar.
- Sixth Bring the "Inventory" to my office to be reviewed, signed and notarized.
- Seventh For each asset and debt in your inventory attach documentation to support the asset or debt and the value you placed on the item.

For Example:

Real Estate. Provide a copy of the Warranty Deed or Deed of Trust. Provide a copy of a Realtors opinion of value "market analysis"

Motor Vehicles. Provide a copy of the title and copy of the blue book or Internet page valuing your motor vehicle.

Stocks and Bonds. Provide of copy of the stock certificate or actual bond. Provide the last statement received or Internet value.

Financial Accounts. Provide a copy of the last statement from the bank or mutual funds or whatever.

Pension and Retirement Plans. Provide the last statement you received and all documents you have regarding these plans. If the plan is in your name, contact your company and request an updated statement and ask them to provide you with "Qualified Domestic Relations Order" guidelines. Do this immediately as it can take several weeks to receive.

Life Insurance. Provide a copy of the policy.

Debts. Provide a copy of the last statement received on each debt

Please put the back up documents in the order that the asset or debt is listed on your inventory. Attach them to the back of your inventory.

PROPOSED DIVISION OF PROPERTY

In addition to the inventory we need to know your wishes about division of the property.

After you have completed your inventory, please list in summary fashion your assets and debts on the "Proposed Division of Property" form. There are 4 columns in this form.

List the asset or debt the first column.

In the second column use the "Fair Market Value" from your inventory. After you have completed these 2 columns, total the "Fair Market Value" column. This is will give you a total of the value of the community estate.

Place the value of the asset or debt in the column "Awarded to Wife" you want to be awarded to wife and the value of the asset or debt in the column "Awarded to Husband" you want to be awarded to husband.

Total each column to determine the total awarded to each of you.

A "sample" Proposed Division of Property based on the "sample" Inventory and Appraisement is enclosed for you to refer to (lilac paper).

Once you have completed the Inventory and the Proposed Division of Property please made an appointment with your attorney to discuss them.

If you have any questions, we are available to assist you.

Yours truly,

Gay & Reitz, P.C.
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Enclosures