

GUIDELINES TO COMPLETING THE FORM 70D FINANCIAL STATEMENT

ASSETS

Real Estate

- List all real estate, homes, cottages, etc.
- For each item of real estate, identify who is in possession
- For each item of real estate, identify who is listed on the title (Ownership joint? In your name? In your partner's name?)
- For each item of real estate, identify what you would estimate to be the value of the item as at the date of separation and the basis for this value
- For each item of real estate, identify what you would estimate to be the current value of the real estate. Identify what the basis is for this estimate.

Cars, boats, vehicles

- List all cars, boats and vehicles which existed at the date of separation
- For cars, also include the make, model, and year and provide Black Book value documentation
- For boats and other vehicles such as a trailer, identify the estimated value as at the date of separation and identify the basis for your estimate
- For each car, boat or other vehicle, identify who is currently in possession of that item and who was in possession of that item at the date of separation (if item has been sold, indicate same)
- For each car, boat or vehicle, identify who had the ownership of that vehicle at the date of separation (whose name is on the registration?)

Household goods, furniture and appliances, and tools, sports & hobby equipment

- Please identify if both you and Brian retained some of these items. Do not consider personal items such as clothes and toiletries in this analysis. Recall that the basis for valuation pursuant to the Family Property Act is auction sale values

Bank accounts and cash on hand

- Please list all of you bank accounts which existed at the date of separation

- For each bank account, identify the account number, the financial institution, and whether it is chequing, savings or other type of account
- Please identify the amount in each bank account as at the date of separation
- For each item list the current status of that account (closed, transferred into a new account) and the approximate current value (attach statements as at the date of separation)
- Please provide statements which support the balances in each of the accounts as at the date of separation and currently
- Please list, to the best of your knowledge, the number of bank accounts owned by you and your partner at the date of separation, the financial institution, the type of account and approximate balance if you know this information

RRSPs

- Please list all accounts that you held, financial institution, and a contact person, if any at the financial institution
- For each RRSP account, please provide statements showing the value as at the date of separation as well as the current value

Bonds, shares, term deposits, investments, certificates or mutual funds

- Please list all accounts that you held, financial institution, and a contact person, if any at the financial institution
- For each account, please provide statements showing the value as at the date of separation, as well as the current value
- Please advise if either you or your partner were owed any money as at the date of separation

Insurance

- Please confirm you do not have life insurance with a cash value as at the date of separation
- Please confirm that you do not know of any life insurance with a cash out value that your partner held as at the date of separation
- In the event that either of you had cash value life insurance, please provide a statement for same with the value as at the date of separation

Pension Plans

- Please list all pension plans that you were a member of as at the date of separation

- If you have a pension plan you must contact the pension administrator and request a commuted value marriage breakdown statement. This statement should provide an actuarial calculation of your partner's entitlement, if any, to you pension plan credits

Business Assets

- Please confirm that neither you nor your partner (to the best of your knowledge) had any business interests, including shares, or stock options, as at the date of separation

DEBTS AND LIABILITIES OF BOTH PARTIES

Mortgage

- Please list the mortgage(s) that either you or your partner held at the date of separation or that were jointly held
- Please identify the mortgage(s) is in your name, your partner's name or is held jointly
- Please provide us with a statement which shows the mortgage(s) balance as at the date of separation and the current mortgage(s) balance

Loans or Lines of Credit

- Please list all loan or line of credit accounts, including the financial institution where they are held and any contact person you deal with
- Please provide a statement showing the balance as at the date of separation as well as the current balance
- Please advise of the current status of the loan or line of credit

Credit Cards

- Please list all credit cards including department store cards (that you had at the date of separation)
- Please provide statements showing the balance owed on all credit cards at the date of separation
- Please advise as of the current status of the credit cards

Other

- Other than legal fees, please list any other debts or liabilities which either you or your partner had at the date of separation, including the name of the creditor and the approximate amount owed at the date of separation, and the current status of this debt.

