

ROSS R. HARTOG  
UNITED STATES BANKRUPTCY TRUSTEE  
9130 SOUTH DADELAND BOULEVARD, SUITE 1800  
MIAMI, FLORIDA 33156  
TELEPHONE: (305) 670-5000  
E-MAIL: [trustee@mrthlaw.com](mailto:trustee@mrthlaw.com)

**NOTICE TO BUSINESS DEBTORS**

The Trustee requires that all business debtors provide the following documents and information immediately upon receipt of this list:

1. Income Tax Returns - Copies of federal income tax returns filed by the debtor (including any subsidiaries or businesses in which the debtor has an ownership interest) for the three (3) most recent calendar years preceding the date the debtor filed bankruptcy (the "Petition Date"). The copies must include any and all attachments such as worksheets, schedules, and other forms.
2. Bank Statements - Copies of all bank statements and cancelled checks for all checking, savings, money market, investment, and other accounts owned or controlled by the debtor (including any subsidiaries or businesses in which the debtor has an ownership interest) for one (1) year preceding, and including, the Petition Date.
3. Financial Records - Copies of any financial records prepared by the debtor or its accountants or advisors for the three (3) years preceding the Petition Date, including but not limited to financial statements, balance sheets, profit and loss statements, income statements, accounts receivable aging reports, accounts payable aging reports, general ledger, inventories, or any other information concerning the financial condition and operations of the debtor.
4. Vehicles and Equipment - Photographs and complete description including make, model, mileage, and hours of all vehicles owned or leased by the debtor or in which the debtor has or had an interest in the year preceding the Petition Date. Complete description of any and all equipment used in the operation of the debtor's business owned or leased by the debtor or in which the debtor has or had an interest in the year preceding the Petition Date. Copies of titles, registrations, leases, payoff letters, loan or lease statements, bills of sale, and proofs of insurance for any vehicles or equipment identified above.
5. Real Estate (Owned or Leased) - Copies of any applicable closing statement if the debtor purchased, sold, or otherwise transferred, or refinanced or obtained a mortgage on any real estate during the three (3) years preceding the Petition Date. Copies of any and all non-residential real property leases to which the debtor is a party or has been a party during the three (3) years preceding the Petition Date.
6. Insurance - Copies of any insurance policies including any declaration, addenda, schedule or other documents in effect as of the Petition Date or during the three (3) years preceding the Petition Date.
7. Legal Proceedings - Copies of any documents related to any lawsuit in which the debtor is, was, or could be a plaintiff, or a party to a divorce proceeding, during the three (3) years preceding the Petition Date, such as complaints, settlements, and judgments.
8. Electronic Equipment and Data - Listing and location of any and all electronic equipment used by the debtor including any computer servers, workstations, laptop computers, tablets, or phones, including any passwords to access same.
9. Keys - Listing and location of any keys to access the debtor's premises including any required alarm codes or other means of access, including the immediate turnover of any such keys or other means of access.

The Trustee requires all debtors to produce the foregoing documents by uploading them to *BlueStylus*. Please contact *Bluestylus* for any uploading questions at (866) 878-7831 or you can email them at [support@trustesolutions.com](mailto:support@trustesolutions.com). The documents may also be e-mailed to the trustee at [trustee@mrthlaw.com](mailto:trustee@mrthlaw.com) or sent by mail to Ross R. Hartog, Trustee, 9130 S. Dadeland Boulevard, Suite 1800, Miami, Florida 33156.