DATE:_____INITIALS_____

CLOSING WORKSHEET

NAME_____   CASE NUMBER_____   DATE OF FILING_____

DATE OF CONFIRMATION_____   #MOS FROM FILING_____   #MOS FROM CONF_____

OLD LAW   NEW LAW – AM   BM

ORIGINAL CONFIRMED PLAN   #MOS_____   PYMT $_____   PLAN BASE $_____

ATTY FEE PD CORRECTLY? Y/N   LIQUIDATION AMT $_____

TOTAL PAID IN $_____   AMT PD TO UNSEC $_____

DIVIDEND TO UNSEC   _____%   AMT TO MEET LIQ $_____

BALANCE ON HAND $_____   D/I AMT $_____

CASE DOCKET REVIEWED?   Y   N   PACER NOTES REVIEWED? Y   N   WAS CASE CONVERTED? Y   N

ANY OUTSTANDING ADVERSARY PROCEEDINGS? Y   N _____

WAS PLAN CONFIRMED TO BRING IN PROCEEDS? Y   N   PROCEEDS RECIVED? Y   N

        IF NO, WAS A LTR SENT TO BK ATTY AND/OR ATTY HANDLING MATTER? Y   N

DID WE RECEIVE ANY OTHER WINDFALLS? Y   N

SOURCE:_____AMT RECEIVED_____DATE RECEIVED_____

SOURCE:_____AMT RECEIVED_____DATE RECEIVED_____

WAS BASE ADJUSTED FOR PROCEEDS AND/OR WINDFALLS? Y   N   NEW BASE $_____

WAS PLAN CONFIRMED WITH ADD'L REQUIREMENTS? (INFO, TAX RTNS, ETC) Y   N   FULFILLED? Y N

IF NO, WAS A LETTER SENT TO BK ATTY AND/OR DEBTOR? Y   N

REQUIREMENTS OUTSTANDING: _____

IS THERE A STUDENT LOAN TO BE PAID IN FULL? Y   N   RETIREMENT LOAN? Y   N

WERE THE TERMS OF THE PLAN CHANGED POST CONFIRMATION MODIFICATION?   Y   N

_____ATTY FEE$_____

_____ATTY FEE$_____

_____ATTY FEE$_____

_____ATTY FEE$_____

ANY OTHER MOTIONS? _____ATTY FEE$_____

_____ATTY FEE$_____

                                                        TTL AMT OF FEES $_____

ANY PENDING MTNS? Y N   DOES THE MTN AFFECT THE CLOSING? Y N

REVIEW OF THE CLAIMS

Be sure all claims are updated with the proper BAPCPA claim codes *(M=mtg arrears, B=vehicle arrears, A-dbtr's atty fees, H=ongoing mtg pymts, S= mtg being paid outside w/ no arrears, L=lease, X=admin mtg arrears clms by order, Y=vehicle admin clms by ordr,, Z=all other admin clms by ordr* ****** Must send "Notice to Cure" to mortgage holder if we paid mortgage arrears, fees, and/or conduit mortgage payments. *******

Does the debtor(s) own real property?   Y or N ; If yes is it the primary residence? Y or N; If yes pursuant to Rule 3000 must send mortgage holder Notice to Cure letter.   List our claim numbers.

_____

_____

Did the mortgage lender file supplemental claims? Y or N;

WERE THE CLAIMS ENTERED CORRECTLY? Y OR N   # OF CLAIMS_____   Any late claims? Y OR N

IF NOT, WHAT IS INCORRECT? WHAT NEEDS TO BE DONE TO CORRECT IT?

_____

_____

CLAIMS ACCRUING INTEREST

CLM#_____@_____% CLM#_____@_____%   CLM#_____@_____% CLM#_____@_____%

   +_____   +_____   +_____   +_____

WERE ANY LIFT STAY MOTIONS MADE? Y OR N

Y   N   CLAIM#_____PACER#_____ NAME OF CREDITOR _____

Y   N   CLAIM#_____PACER#_____ NAME OF CREDITOR_____

Y   N   CLAIM#_____PACER#_____NAME OF CREDITOR _____

DID THE PLAN PROVIDE FOR ONGOING MORTGAGE PYMTS? Y OR N   IF YES, A CERTAIN NUMBER?_____

IF YES, WHEN WAS THE LAST TIME WE MADE A PYMT?_____

COMMENTS/FURTHER ACTION:

_____

_____

_____

PAYOFF AMOUNT $ _____

DO WE NEED TO REQUEST VACATING W/O? Y OR N   _____

CLOSING/PYFF PACKET COMPLETE/INITIAL   _____

TO CALCULATE BASE FOR LIQUIDATION

This is done when Liquidation has not yet been met and the minimum
dividend is not sufficient to satisfy Liquidation

We do not add Ttee fee when adjusting base for liquidation in most cases

We do not adjust base for D/I in most cases

LIQUIDATION   _____(front screen or BAPCPA Case Extension)

- AMT PD TO UNSEC   _____(this includes any Priority claims *except* town & county or rp taxes)

=   _____ (A)

BOH   _____

% ttee fee   _____

=   _____(B)

A-B=   _____

X Ttee fee   _____ This is pyff amt to dbtr

A + TPI=   _____

+ SEC and/or PRI TO BE PD   _____(left arrow)

- BOH   _____(front screen)

= NEW BASE   _____ This is new base adjusted for Liquidation

TO DETERMINE INTEREST DUE ON CLAIM W/ INTEREST RATE

This is done when there is a claim accruing interest and we need to determine a payoff amount on the case

Most Payoff and Balance Due letters advise that the payoff amount that we have provided is valid for 30 days……if payoff amount is valid for greater than 30 days, you will need to add extra monthly interest

CLAIM # _____

PRINCIPAL OWED   _____ (Field 17)

X interest rate   _____

=   _____

% 1200   _____

= _____

X Ttee fee conversion _____ This is amt of monthly interest accruing on claim

<u>**CLAIM #**</u> _____

PRINCIPAL OWED _____ (Field 17)

X interest rate _____

= _____

% 1200 _____

= _____

X Ttee fee conversion _____ This is amt of monthly interest accruing on claim

<u>**CLAIM #**</u> _____

PRINCIPAL OWED _____ (Field 17)

X interest rate _____

= _____

% 1200 _____

= _____

X Ttee fee conversion _____ This is amt of monthly interest accruing on claim

<u>ADJUSTING BASE TO WAIVE DEFAULT PER MODIFICATION ORDER</u>

The Plan base will always need to be adjusted when there is a waiver of default, but never needs to be adjusted if default is being cured.

You will need to determine how many months debtor has been in plan

> _Ex. If debtor filed in November of 2007 and Mod Order was dated January of 2010 (60 month term)::_

> _December 2007 – November 2008 = 12 months_
> _December 2008 - November 2009=12 months_
> _December 2009 – January 2010 = 2 months_   _Debtor has been in Plan for 26 months and has 34 months remaining_

MOD#1

TPI (to date) _____

- TPI prior to date of Mod _____

= _____(X)

# of months left in Plan term_____ X _____monthly payment = _____(Y)

X_____ + Y_____ =_____ (New Base adjusted for waiver of default)

MOD#2

_

TPI (to date) _____

- TPI prior to date of Mod _____

= _____(X)

# of months left in Plan term_____ X _____monthly payment = _____(Y)

X_____ + Y_____ =_____ (New Base adjusted for waiver of default)

MOD#3

_

TPI (to date) _____

- TPI prior to date of Mod _____

= _____(X)

# of months left in Plan term_____ X _____monthly payment = _____(Y)

X_____ + Y_____ =_____ (New Base adjusted for waiver of default)