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| --- | --- |
| **Our Ref:** | Phone:  Fax: |

**By Email:**

Dear

**Property Settlement - Request for Financial Disclosure**

I am assisting who has consulted me in relation to matters arising out of the breakdown of marriage OR de-facto relationship.

My client instructs me that and were married on

and have been separated since . You were divorced on There are #/no children of the marriage.

My client wishes to resolve all financial matters on an amicable basis, as quickly as possible. My client wants to avoid unnecessary costs, particularly the cost of litigation.

I enclose a Form 13 financial statement to allow you to provide me with a full statement of

financial position, including income, assets, expenses, liabilities and full details of any superannuation entitlements.

My client, will, of course make available to you details of financial circumstances if you require this information.

Please ensure this document is sworn before a Justice of the Peace or a solicitor and returned it to me within 14 days.

I specifically require the following information:

1. Particulars of any property which holds, including any real estate, shares, debentures, bank account, building society account, credit union accounts, insurance policies, furniture.
2. income from all sources (before tax) as shown in the last year ended 30th June.
3. current weekly income including all bonuses, commissions, overtime payments and other benefits received from employer (e.g. car, telephone, expense account).
4. In respect of superannuation, if any:
   1. Name of fund; total number of years membership;
   2. Total contributions made by ;
   3. Superannuation benefits payable on:
      * Immediate retirement;
      * Retirement at minimum permitted age;
      * Compulsory retirement;
      * Death before retirement;
      * Retirement for incapacity.

Please also provide a copy of most recent member statement.

1. Interest in any deceased estate or trust (specify name and interest).
2. Particulars of all amounts owing to upon cessation of your employment by way of long service leave, accrued sick leave or other retirement benefit.
3. Amounts of liabilities on mortgage, overdrafts, credit cards, loans, hire purchase.

Prior to responding to me, I recommend that you obtain independent legal advice in relation to these matters, particularly the contents of this letter.

My client has instructed me that wishes this matter to be resolved as quickly as possible. Accordingly, unless I receive a satisfactory response within 14 days, I am instructed to commence proceedings for property settlement without further notice to you.

Yours sincerely

**Solicitor**