

Family Dispute Resolution Service

PROPERTY PREPARATION FORM



In order for NTLAC -FDR to determine whether a Property matter meets the NT Legal Aid Guidelines, each party must complete a Property Preparation Form (PPF) and provide to FDR along with a Client Assessment Sheet (CAS).

Information contained in this form is provided on a **“without prejudice”** basis and is **confidential** within the terms of the NT Legal Aid Commission’s Confidentiality Agreement.

Name of Party:

Name of Solicitor (if applic):

Date of Cohabitation/Marriage:

Date of Separation:.....

SUMMARY OF ASSETS AND LIABILITIES

ASSETS	Evidence of value attached	Estimated Value	In possession of....
Real Estate (include address)			
Real Estate (include address)			
Cash			
Bank Accounts etc (Detail credit and debit)			
Bank Accounts etc (Detail credit and debit)			
Bank Accounts etc (Detail credit and debit)			
Motor vehicle (provide details)			
Motor vehicle (provide details)			
Shares/Debentures In public companies			

Shares in private Companies			
Tools & Machinery			
Furniture and effects			
Jewellery			
Life insurance policies	Current surrender values to be attached?		
Superannuation. Confirming letter with full details including contributions made (prior, during and after marriage), membership period, benefit payable on immediate voluntary retirement, minimum permitted retirement age etc. to be attached	Confirming letter required		
Interest in business, partnership, joint venture etc.			
Interest in deceased estate			
Long Service Leave (accumulated)			
Other – Please Specify			
Other – Please Specify			
TOTAL		\$	
LIABILITIES	Evidence of value attached	Estimated Value	In possession of....
Mortgage			
Loan Accounts (Company, partnership)			
Credit Card debt			
Personal Loan			
Car Loan			
Other - Please specify			
TOTAL		\$	
NET ASSETS		\$	

CURRENT WEEKLY INCOME, BENEFITS AND EXPENSES

[https://ntlac.sharepoint.com/fdr/Forms/PROPERTY PREPARATION FORM \(PPF\).dotx](https://ntlac.sharepoint.com/fdr/Forms/PROPERTY PREPARATION FORM (PPF).dotx)

TOTAL WEEKLY INCOME/BENEFITS FROM ALL SOURCES	\$
TOTAL WEEKLY EXPENSES/OUTGOINGS FROM ALL SOURCES	\$

ADDITIONAL INFORMATION:

Eg. Are there Financial Resources not listed above?

Eg. Are you wishing to raise any 'addbacks'?

Eg. Did some assets/liabilities pre-date your relationship?

Eg. Do some assets/liabilities post-date your relationship?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....