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| **How to Complete a Property Statement** | **Instructions** |

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| A **Property Statement (Form 10.04A)** is a sworn document that gives the Court information about your assets and debts.  You only need to fill out a Property Statement if you or the other person is seeking a division of property (matrimonial property or common law property). If either the Applicant or the Respondent makes a claim for property, both persons must each fill out a Property Statement.  **Completing Your Property Statement**  You can fill out this form by hand or you can download and fill out this form electronically at  <https://www.court.nl.ca/supreme/rules-practice-notes-and-forms/family/general/> (If you fill out the form electronically, you must still print the form, file it with the Court, and serve a copy on the other person).  You must fill out the entire Property Statement. If you need more space to fill out any section of this Property Statement, attach an extra page and indicate which section is continued on the extra page.  **Filing Your Property Statement**  You can file your Property Statement together with your Application, Response, or Reply. You must make **3 extra copies** of your completed and signed Property Statement (including any additional documents). File your original Property Statement with the Court. To file the Property Statement, you must bring the Property Statement to the Supreme Court location where your file is or you can mail it to that location.  **Serving Your Property Statement**  You must give a copy of the Property Statement to the other person. This is called *service*. You can serve your Property Statement together with your Application, Response, or Reply. If you are serving the property statement alone, you can serve the other person by: personal service (an adult who is not you can hand-deliver the document), leaving a copy with the other person’s lawyer, leaving a copy at the other person’s address, registered mail/courier, or regular mail. You can also serve the other person using fax, email, or electronic document exchange, if the other person has provided that information.  **Important Note**  If you find out that this property statement is incorrect or incomplete, or that the information has changed, you must file the correct or updated information with the Court (with a new property statement or an amended property statement). You must also serve the other person with the new information.  **More Information**  Questions? Go to <https://www.court.nl.ca/supreme/family-division/> or contact a Court near you:   |  |  | | --- | --- | | Corner Brook: (709) 637-2227  Gander: (709) 256-1115  Grand Bank: (709) 832-1720 | Grand Falls-Windsor: (709) 292-4260  Happy Valley-Goose Bay: (709) 896-7892  St. John’s: (709) 729-2258 |   **--- It is highly recommended that you get advice from a lawyer ---**  If you need help finding or getting a lawyer, you can contact:   |  | | --- | | Public Legal Information Association of NL (PLIAN): [www.publiclegalinfo.com](http://www.publiclegalinfo.com) or 1 (888) 660-7788  Legal Aid: [www.legalaid.nl.ca](http://www.legalaid.nl.ca) or 1(800) 563-9911 | |

**--- REMOVE THIS PAGE BEFORE SERVING OR FILING THIS FORM --**

**Form F10.04A: Property Statement (Family Law)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **In the Supreme Court of**  **Newfoundland and Labrador**  **(General/Family)** | **FOR COURT USE ONLY** | | | | | | |
| COURT FILE NO: | |  | | | | |
|  | | | |  |  | |
| CENTRAL DIVORCE REGISTRY NO: | | |  | | | |
|  | | | | | | |
| Filed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , Newfoundland and Labrador, this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_. | | | | | | |
|  | Registry Clerk of the Supreme Court of Newfoundland and Labrador | | | | |  |

|  |  |  |
| --- | --- | --- |
| BETWEEN: |  | APPLICANT |
|  | *(Print full name)* |  |
| AND: |  | RESPONDENT |
|  | *(Print full name)* |  |
| AND: |  | 🞎 NOT APPLICABLE  🞎 SECOND APPLICANT  🞎 SECOND RESPONDENT |
|  | *(Print full name)* |

*You must swear or affirm that what you have written in this Property Statement and any attachments is the truth. You must swear or affirm and sign this Statement of Truth in front of a commissioner of oaths, notary public, justice of the peace, or lawyer. Court Registry staff are commissioners of oaths and you may sign this application at the Court when you file it.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| My name is | | |  | |
|  | | | *(Print Name)* | |
|  | | |  | |
| I am the | | | 🞎 Applicant 🞎 Respondent 🞎 Other | |
|  | | |  | |
| I live in | | |  | |
|  | | | *(City, Province)* | |
|  | | |  | |
| I declare that the facts and information in this Property Statement and all attachments are true and complete to the best of my knowledge and belief as of: | | | | |
|  | | | | *(Date: month/day/year)* |
|  | | | | |
| * I do not anticipate any significant changes in the information set out in this Property Statement; OR * I anticipate the following changes in the information set out in this Property Statement: *(state the changes)* | | | | |
|  |  | | | | |
|  |  | | | |

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| --- | --- | --- |
| SWORN TO or AFFIRMED at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 20\_\_\_\_\_ . | | |
|  |  |  |
| *Signature* |  | *Signature of Person Authorized to Administer Oaths* |

|  |  |
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| **Part A** | **Assets** |

*For all of the applicable assets below, fill in the best estimate of the market value/amount of each asset. You may check to see if the asset is exempt from distribution in Part C of this form. If you need more space or more entries, attach an extra page (or pages).*

**Home and Other Real Estate**

Include any interests in land owned as of the date of this Property Statement.

List any leasehold interests, mortgages, encumbrances, or costs of disposition in Part B.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name(s) of registered owner(s)** | **Type of ownership** | **Property address** | **Estimated market value on date of separation** | **Estimated market value on current date** |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |

**Vehicles**

Examples: cars, boats, trailers, snowmobiles, etc.

List any payments, leases, or loans in Part B.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name(s) of registered owner(s)** | **Name of person(s) in possession of the vehicle** | **Year, make, and model of the vehicle** | **Estimated market value on date of separation** | **Estimated market value on current date** |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |

**Household Contents**

Examples: furniture, kitchen appliances, etc.

Attach a list of household contents. For each item, indicate:

* What the item is
* Who has possession of the item
* What the estimated (used) market value (not replacement value) is
* Whether you want the item

|  |  |
| --- | --- |
| 🞏 | I have attached a list of household contents to this Property Statement. |

**Bank Accounts and Savings**

Examples: Cash, savings/chequing accounts, term deposits, TFSAs, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name(s) of account holder(s)** | **Type of account** | **Institution and branch name** | **Account number** | **Estimated value on date of separation** | **Estimated value on current date** |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |

**Safety Deposit Boxes**

|  |  |
| --- | --- |
| **Location** | **Contents** |
|  |  |
|  |  |

**Employment Benefits**

Examples: Severance pay, retirement allowances, pensions, RSPs, profit sharing plans, accrued annual leave, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of owner** | **Type of benefit** | **Institution** | **Account number** | **Estimated value on date of separation** | **Estimated value on current date** |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |

**Insurance Policies**

Examples: Life insurance, disability insurance, etc

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of owner** | **Insurance company** | **Type of policy and policy number** | **Beneficiary** | **Face Value** | **Cash surrender value on date of separation** | **Cash surrender value on current date** |
|  |  |  |  | $ | $ | $ |
|  |  |  |  | $ | $ | $ |
|  |  |  |  | $ | $ | $ |

**Investments and Securities**

Examples: RRSPs, RESPs, Shares, bonds, mutual funds, warrants, options, debentures, notes, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name(s) of owner(s)** | **Type of investment** | **Account number** | **Number of units held** | **Estimated market value on date of separation** | **Estimated market value on current date** |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |

**Business Interests**

Examples: Interests in incorporated businesses, sole proprietorships, partnerships, trusts, joint ventures, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interest held by** | **Name of company or firm** | **Description of interest** | **Estimated market value on date of separation** | **Estimated market value on current date** |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |

**Money Owed to You**

Examples: Personal loans, business dealings, court judgments in your favour, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Owed to** | **Details** | **Amount owed**  **on date of separation** | **Amount owed on current date** |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |

**Other Property**

Examples: Collections, hobby goods, rewards points, patents, copyright claims, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name(s) of owner(s)** | **Description** | **Estimated value on date of separation** | **Estimated value on current date** |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |

|  |  |
| --- | --- |
| **Part B** | **Debts and Liabilities** |

*For all of the applicable debts and liabilities below, fill in the best estimate of the market value/amount of each debt or liability. You may check to see if the asset is exempt from distribution in Part C of this form. If you need more space or more entries, attach an extra page (or pages).*

**Home Mortgages and Other Mortgages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of lender** | **Names of all borrowers** | **Mortgage account number** | **Is this debt in arrears?** | **Amount owing on date of separation** | **Amount owing on current date** |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |

**Loans**

Examples: Personal loans, lines of credit, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of lender** | **Names of all borrowers** | **Type of loan and account number** | **Is this debt in arrears?** | **Amount owing on date of separation** | **Amount owing on current date** |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |

**Tax Arrears**

List all unpaid taxes in any previous taxation years.

|  |  |  |
| --- | --- | --- |
| **Money owing to the Canadian Revenue Agency (CRA) for years:** | **Personal amount owing on date of separation** | **Personal amount owing on current date** |
|  | $ | $ |

**Credit Cards**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of primary cardholder (and any secondary cardholder(s))** | **Type of credit card and account number** | **Amount owing on date of separation** | **Amount owing on current date** |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |

**Other Debts and Liabilities**

Examples: Charges, liens, notes, accounts payable, contingent liabilities, unpaid legal bills, leases, financing plans/agreements for cars, furniture, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of lender** | **Names of all borrowers** | **Details**  **(including account number, if any)** | **Is this debt in arrears?** | **Amount owing on date of separation** | **Amount owing on current date** |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |

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| **Part C** | **Property Exemptions** |

*List property that you believe should be exempt from sharing. Please refer to section 18 of the Family Law Act for a list of items that may be listed as “exempt.” If you need more space or more entries, attach an extra page (or pages).*

Examples:

* Gifts, inheritances, trusts or settlements (received from a person other than the other spouse)
* Personal injury awards (excluding any compensation for economic loss)
* Personal effects
* Exempt business assets (refer to section 29 of the *Family Law Act*)
* Property exempted under a marriage contract or separation agreement
* Family heirlooms
* Real or personal property acquired after separation

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| **Description** | **Reason for exemption** |
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