



In order to calculate maintenance and/or child support and your entitlement with regard to matrimonial property, your legal representative needs the documents listed below. If these records are already in your possession, please bring them along to your first meeting.

Records of your family income and expenditure:

- Current monthly and annual wage statements (Lohnausweis, Salärbelege)
- The last 3 tax declarations, including all supplementary documents (withholding tax application etc.)
- If you are self-employed: the last 3 financial statements (balance sheets and profit and loss accounts)
- Records of your housing expenses (tenancy agreement, mortgage agreements, utility bills and any other extra charges) and other living expenses, such as telephone, radio, TV, health insurance and insurance policies, school fees, childcare, medical bills (ordinary flat rate (Franchise), fixed excess (Selbstbehalt)), dental bills, optician, transport and taxes

Records of your retirement provisions:

- Current pension fund policies (BVG, 2nd Pillar) and information on leaving benefits accrued to date
- Information about vested benefits accumulated before the marriage; pension fund regulations.

Records on your matrimonial property situation and each party's assets:

- Marriage contracts (prenuptial or postnuptial agreements etc.)
- Any existing estate division agreement or inheritance agreement
- Complete statements of bank accounts and safekeeping accounts
- Life insurance policies (if possible already indicating the current redemption value, including dividend)
- Eurotax residual value assessments of your vehicles
- Confirmation regarding the value of any individual retirement savings (3rd Pillar A or "tied" pension provision) from your bank/insurance agency
- Tax declaration of the year in which you were married

If your matrimonial property includes real estate:

- Purchase contract
- Current detailed land register extract / abstract of title
- Records of the balance of mortgage currently outstanding as well as current mortgage rates
- List of any other upkeep and maintenance charges
- Records of the source of the financial means used to purchase, amortise the mortgage, renovate or refurbish the property

Records and receipts of financial transactions between the spouses:

- Loan receipts
- Compensation records of wife working in her husband's business.
- Lists of joint or individual debts outstanding vis-à-vis banks (small personal loans!) or third parties as well as any outstanding tax payments.

Miscellaneous:

- Any existing separation decisions or agreements, medical certificates, reports by child or adult protection authorities, school or youth psychologists concerning the children, et al.