

**PROCEDURE FOR INCURRING DEBT**

(Purchasing a homestead, refinancing a homestead, or purchasing a vehicle).

Complete the following steps to obtain Chapter 13 Trustee review of your request:

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1. **Read this entire form**
  2. **Understand the following conditions:**
    - (a) No luxury cars
    - (b) In general no car loan with payments over \$500.00 per month
    - (c) A home loan might not be approved if monthly payment for principal, interest, taxes and insurance exceeds 100% of payments originally budgeted for housing.
  3. **Find a lender that is willing to give you a loan, pending Trustee review and approval:**
  4. **Obtain the terms of the proposed loan from the credit grantor, you need to know:**
    - (a) Name of the credit grantor
    - (b) Amount of the loan
    - (c) Interest rate
    - (d) Monthly payment amount to credit grantor
    - (e) Number of monthly payments required to repay the loan
  5. **Fill in the Loan Information form Exhibit 1:**
  6. **Fill in the Current Budget form Exhibit 2 (if applicable):**
  7. **Send the Loan Information and the Current Budget forms to:**

**Office of the Chapter 13 Trustee  
Attn: Case Auditing  
PO Box 25001  
Bradenton, FL 34206-5001**

**Fax: (941) 345-1248**

Our review process may take approximately 20 working days from the time we receive your **COMPLETED** forms. We will:

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| 1 | Determine if the additional debt is reasonable, necessary<br>And will not interfere with current plan. |
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| 2 | Determine that all Trustee guidelines have been met. |
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| 3 | Review the terms of the loan. |
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| 4 | Send you a written response to your request. |
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Complete Exhibit 1.

If the payment on the loan you are seeking is for a home complete Exhibit 1 and Exhibit 2.