

# Record of examination

## (Individual)

In the

Claim No.

Appn. No.

Judgment Creditor:

Judgment Debtor:

1

## Personal Information

Full Name

Your age?

Present  
address

National  
insurance no.

Are you

☐ married?

☐ single?

☐ separated?

☐ divorced?

☐ living with partner?

Phone numbers:

home

work

mobile

other

Do you intend moving to  
another address?

☐ Yes

☐ No

If Yes, what will your  
new address be and  
when are you moving?

Date

Do you have any  
dependant children?

☐ Yes

☐ No

If Yes, what are their  
names and ages?

Name

Age

Do you have other  
dependants living with you,  
*eg. elderly relatives?*

☐ Yes

☐ No

If Yes, what are their  
names and ages and  
to what extent are they  
dependant?

Are you ☐ employed?Go to section 3  
below☐ self employed?Go to section 4  
page 3☐ unemployed?Go to section 5  
page 5☐ retired?Go to section 6  
page 5What is your  
occupation?Where is your  
place of work  
if different?What is the  
name and  
address of your  
employer and  
your employee  
number?

employee number

What is your gross pay  
*ie. before tax, national  
insurance deductions?*£  per What is your average take  
home pay including  
overtime and commission?£  per Do you receive Working  
Tax Credit?☐ Yes

If Yes, how much?

£  per ☐ No

How often are you paid?

☐ weekly☐ monthly☐ other On which day are you  
paid?

Is your pay paid

☐ in cash☐ by cheque☐ direct to bank or building society account?If direct to bank or building  
society account what is  
the name and address of  
the branch and account  
number?account  
numberDo you have any jobs other  
than your main job?☐ YesIf Yes, ask for all the above details in relation to  
all other jobs and set out information below.☐ No

How long have you been self employed?

What work do you do?

What is the name of your business?

Do you have business premises? eg. shop, yard, lockup

☐ Yes

If Yes, what is their address?

☐ No

What is your annual turnover?

£

What amount of profit did the business make over the last year?

£

How much do you draw from the business?

£  per

What were your total drawings in last 12 months?

£

Are you a

☐ sole trader?

☐ partner? If a partner,

(a) How many partners are there?

How many employees do you have?

(b) What is your share of the partnership ?

%

Do you complete Inland Revenue self assessment?

☐ Yes

☐ No

Do you have accounts?

☐ Yes

☐ No

Do you employ an accountant?

☐ Yes

☐ No

If Yes, what is the accountant's name and address?

If you don't have an accountant are accounts audited by a third party?

☐ Yes

☐ No

If Yes, give name and address and say when audit takes place?

Will you allow the creditor to approach your accountant or auditor or Inland Revenue to verify the information you have given in this section?

☐ Yes

☐ No

Date of audit

Are you working on any contracts at the moment?

☐ Yes

If Yes, give details below

☐ No

Name and address of customer	Nature of work	Contract price £	Amount outstanding £	Date payment expected
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is any money still due to you for work already done?

☐ Yes

☐ No

If Yes, give details below

Name and address of customer	Nature of work	Contract price £	Amount outstanding £	Date payment expected

If money (see above) is overdue what steps are you taking to recover it?

Do you have contracts for work in the future?

☐ Yes

☐ No

If Yes, give details below

Name and address of customer	Nature of work	Expected price £

—[ Go to Section 7 page 5 ]—

## 5 Unemployed

How long have you been unemployed?

What is your trade / training / profession?

What steps are you taking to obtain employment?

Do you have any outstanding job interviews?

- ☐ Yes  
☐ No

If Yes, when?

What state benefits do you receive?  
(Housing benefit, if any should be included section 8b on page 7)

Type of benefit	Amount	Frequency of payment	DSS/BA ref.

—[ Go to Section 7 below ]—

## 6 Retired

When did you retire?

By whom are your pension(s) paid, how much is paid and when?  
(include both state and private pensions)

Pension from	Amount	Frequency of payment

—[ Go to Section 7 below ]—

## 7 Other Income

Is there anyone else in your household who is employed? (Do not include tenants/lodgers. See section 8 on page 6)

- ☐ Yes  
☐ No

If Yes, how much do they contribute to the running of the home?

£                      per

What other state benefits do you receive?  
(Housing benefit, if any should be included section 8b on page 7)

Type of benefit	Amount	Frequency of payment	DSS/BA ref.

—[ Go to Section 8 page 6 ]—

Is your home

☐ your own property?  
Go to 8a below

☐ lodgings?  
Go to 8b page 7

☐ rented from a council or housing association?  
Go to 8b page 7

☐ rented unfurnished from a private landlord?  
Go to 8b page 7

☐ rented furnished from a private landlord?  
Go to 8b page 7

☐ other \_\_\_\_\_  
(e.g. mobile home) Go to 8b page 7

Are you the sole owner?

☐ Yes

☐ No

If No, name joint owner(s)

Do you own the

☐ freehold?

☐ leasehold?

When did you buy the property?

Is your home a

☐ house?

☐ bungalow?

☐ flat?

Is it

☐ detached?

☐ semi-detached?

☐ terraced?

How many of the following rooms does it have?

☐ living rooms?

☐ kitchens?

☐ bedrooms?

☐ bath/shower rooms?

How much Council Tax do you pay per year?

£

What was the purchase price of property?

£

What is its value now?

£

Is your home mortgaged?

☐ Yes

☐ No

If Yes, what is the name and address of your mortgage lender?

How much are your mortgage payments per month?

£

What type of mortgage do you have? eg. repayment, endowment etc.

How long is the mortgage for?

years

When did you take out the mortgage?

How much is currently owed under the mortgage?

£

Is some or all of the interest paid by the Benefits Agency?

☐ Yes

☐ No

If Yes, how much is paid each month?

£

Do you let any part of your home?

☐ Yes

☐ No

If Yes, give names of the tenants/lodgers and details of rent received

Do you have any loans secured on your home? (e.g. further mortgage)

☐ Yes

☐ No

If Yes, give the same details as for the first mortgage

—[ Go to Section 9 page 8 ]—

**8b**

## Rented property

Do you rent

☐ on your own? ☐ jointly?

What is the name and address of your landlord?

How long have you lived at the property?

\_\_\_\_months \_\_\_\_years

Do you share parts of your home with someone unconnected with you?

☐ Yes

☐ No

Do you pay any additional service charges in connection with the premises?

☐ Yes

☐ No

If Yes, give details

£ per

How much rent do you pay?

£ per

none ☐

How much Council Tax do you pay a year?

£

none ☐

Do you sub-let any part of your home?

☐ Yes

☐ No

If Yes, give names of tenants/lodgers and details of rent received.

Do you receive housing benefit?

☐ Yes

☐ No

If Yes, give details

£ per  
paid to

—[ Go to Section 9 page 8 ]—





Do you own a motor vehicle?

☐ Yes  
☐ No

If Yes, give age, make, model value and registration number. State whether it is owned by you, or subject to a hire purchase/ rental agreement.

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Do you have any assets not previously mentioned?

☐ Yes  
☐ No

If Yes, give details

Assets	Value

Does anyone owe you money, which is not a business debt or for work you have done?

☐ Yes  
☐ No

If Yes, who owes you money and how much do they owe?

	Value

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## Other Debts or regular payments and court orders

### Expenses

*Do not include payments made by other members of your household out of their own income or priority debts listed opposite*

Mortgage	£	per
Rent	£	per
Council tax	£	per
Gas	£	per
Electricity	£	per
Water charges	£	per
Housekeeping, food, school meals	£	per
Travelling expenses	£	per
Children's clothing	£	per
Maintenance/child support payments	£	per
Student loan repayments	£	per
Mail order payments	£	per
HP repayments	£	per
Digital/satellite TV subscriptions	£	per
Telephone	£	per
Mobile phone	£	per
Other expenses	£	per
(not court orders, priority debts or credit debts listed left)	£	per
<b>Total Expenses</b>	<b>£</b>	<b>per</b>

### Priority Debts

*This section is for arrears only. DO NOT include regular expenses listed left*

			Total arrears outstanding
Rent arrears	£	per	£
Mortgage arrears	£	per	£
Council tax/Community charge arrears	£	per	£
Water charge arrears	£	per	£
Fuel arrears: Gas	£	per	£
Electricity	£	per	£
Other	£	per	£
Maintenance arrears	£	per	£
Income tax	£	per	£
VAT	£	per	£
National Insurance	£	per	£
Others (give details below)	£	per	£
	£	per	£
	£	per	£
	£	per	£
<b>Total Priority Debts</b>	<b>£</b>	<b>per</b>	<b>£</b>

Have any court orders been made against you? ☐ Yes ☐ No

If Yes, give details below

Name of court and case number	Date of Judgment or order	Amount of Judgment or order	Instalments payable per month	Name of creditor	Total still owed	Are payments up to date? (yes/no)	If no, how much in arrears?
TOTALS							

Do you owe money on credit cards or any other loans (not mortgage or business)? ☐ Yes ☐ No

If Yes, give details below

Name of Creditor	Total amount owing	Instalments payable per month	Are payments up to date? (yes/no)	If no, how much in arrears?
TOTALS				

Have any bankruptcy proceedings been issued against you? ☐ Yes ☐ No

If Yes, what is the court name and case no.

Is the petition

- ☐ still pending?
- ☐ order made but discharged?
- ☐ order has been made but not discharged?
- ☐ other outcome? (give details below)

Has an Individual Voluntary Arrangement been made? ☐ Yes ☐ No

If Yes, give the date

If No, is there a current proposal for one?

☐ Yes ☐ No

Give details of Trustee/ Insolvency Practitioner/ Administrator, supervisor

Can you make an offer of payment? ☐ Yes ☐ No

If No, please explain why

What is your offer of payment?

Pay in full by  day of

Instalments of  £  per  to start on

Method of payment ☐ postal order ☐ cheque ☐ direct debit  
☐ standing order ☐ payment book ☐ cash

I certify that this is a correct record of the answers I gave to the questions in this document.

Signed \_\_\_\_\_ Judgment Debtor

Print name \_\_\_\_\_

Date \_\_\_\_\_

The judgment debtor refused to sign this record of evidence.

Signed \_\_\_\_\_ Court Officer

Print name \_\_\_\_\_

Date \_\_\_\_\_

The following costs of the examination have been allowed and added to the judgment debt £

The judgment debtor produced the following documents: