

BOOK ONE - Taking Control

| | |
|--|--------------|
| How To Use the Financial Survival Guide | 5 |
| Introduction | 11 |
| PREPARING FOR FINANCIAL SURVIVAL | |
| Chapter Objectives..... | 13 |
| Cash Control Is The Most Important Aspect Of Financial Survival..... | 14 |
| Debt Management..... | 14 |
| Asset And Liability Control..... | 15 |
| Lifestyles And Alternatives..... | 15 |
| UNDERSTANDING THE PLAN AHEAD | 16 |
| COMPONENTS..... | 17 |
| Planning..... | 17 |
| Definitions | 18 |
| Measuring And Control..... | 19 |
| Budget..... | 19 |
| Worksheet B - Budget development..... | 20 |
| SURVIVAL TECHNIQUES | 22 |
| Treat Credit Like Cash | 22 |
| Cash Advances — Desperate Measures..... | 23 |
| STEPS TO FINANCIAL SURVIVAL | 24 |
| NET WORTH | 26 |
| Worksheet D | |
| Worksheet E | |
| PERSONAL FINANCIAL INVENTORY | 28 |
| ACTION/CONTROL..... | 29 |
| Phase 1 | 29 |
| Phase 2 | 29 |
| Phase 3 | 29 |
| Phase 4 | 29 |
| CASH CONTROL | 30 |
| OTHER SAVING TIPS | 31 |
| Income/Cash: | 31 |
| Taxes:..... | 31 |
| Housing: | 32 |
| Food/Groceries:..... | 32 |
| Clothing:..... | 32 |
| Auto/Transportation: | 32 |
| Medical:..... | 32 |
| Recreation:..... | 33 |
| Pets:..... | 33 |
| Alimony and/or Child Support:..... | 33 |
| Gifts & Contributions: | 33 |
| Family/Personal: | 33 |
| Other Suggestions: | 34 |
| FINANCIAL PLANNING..... | 35 |
| WORKSHEETS a-g..... | 25-54 |
| DEALING WITH CREDITORS | |
| COMMONLY MADE MISTAKES | |
| Chapter Objectives..... | 55 |
| FIRST THINGS FIRST | 56 |
| Financial Survival Guide Goal | 56 |
| Understanding Your Present Situation | 56 |
| DEALING WITH CREDITORS | 57 |
| Creditor Attitudes | 57 |
| Communication | 57 |
| Priority Of Debt..... | 58 |
| Worksheet | 59 |

Financial Survival Guide - Book One

| | |
|--|-----------|
| Reduce Monthly Payments - Letter | 60 |
| Correspondence..... | 61 |
| Confirming Creditors Conversation -Letter..... | 62 |
| Negotiating With Creditors | 63 |
| Mortgage — Sell Or Keep..... | 63 |
| Rent..... | 64 |
| Utilities..... | 65 |
| Utility/Electric/Gas Reduction of Bill Request - Letter | 66 |
| Automobile Payments..... | 67 |
| Insurance | 68 |
| Child Support | 69 |
| Taxes..... | 69 |
| Secured Debts..... | 69 |
| Professional Bills..... | 70 |
| Student Loans..... | 70 |
| Unsecured Charge Cards | 71 |
| Stop Charge Privileges (Divorce/Separation/etc.) - Letter..... | 72 |
| Follow-up to Stop Charge - Letter..... | 73 |
| UNDERSTANDING CREDITOR REACTIONS..... | 74 |
| Thirty Days Past Due | 74 |
| Sixty Days Past Due..... | 74 |
| Ninety Days Past Due..... | 74 |
| One Hundred Twenty Days Past Due | 74 |
| USING SURVIVAL STRATEGIES | 76 |
| 30 Days: | 76 |
| Creditor Tracking Form - secured debt | 77 |
| 60 Days: | 78 |
| 90 Days: | 78 |
| Creditor Tracking Form - unsecured debt | 79 |
| 120 Days: | 80 |

STOPPING DEBT COLLECTORS

| | |
|---|-----------|
| Chapter Objectives..... | 81 |
| BACKGROUND INFORMATION..... | 84 |
| How May A Debt Collector Contact You? | 84 |
| May A Debt Collector Contact Other Persons About Your Debt? | 84 |
| What Is The Debt Collector Required To Tell You About The Debt? | 85 |
| If You Owe A Debt | 85 |
| If You Believe You Do Not Owe The Money | 85 |
| Control Over Payment Of Debts..... | 86 |
| Suing A Debt Collector | 86 |
| Report A Debt Collector For An Alleged Violation? | 86 |
| You Are Protected By The Fair Debt Collection Practices Act | 86 |
| WHAT TYPES OF DEBT COLLECTION PRACTICES ARE PROHIBITED?..... | 87 |
| Collection Tracking - Example | 88 |
| Collection Tracking - Blank Form for Use..... | 89 |
| STEP BY STEP PROCESS OF A COLLECTOR..... | 90 |
| Verify An Account - Letter..... | 92 |
| Settle An Account - Letter..... | 92 |
| TYPICAL COLLECTION PROCESS IF ACCOUNT GOES UNPAID..... | 94 |
| Rules of Thumb For Settlement Offers..... | 95 |
| Cease and Desist - Letter | 96 |
| REALITIES OF COLLECTIONS | 97 |
| Insight On Collectors..... | 97 |
| Collection Tracking - Blank Form For Your Use | 98 |
| Avoiding The Harassment | 99 |
| How Do Collectors Find Unlisted Phone Numbers? | 99 |
| Creditor/Collector Call Tracking Form..... | 100 |
| Specifics on Collection Agencies - Do's & Don'ts..... | 101 |
| Collector Call Tracking Form | 103 |
| Stopping Collection Harassment | 104 |

Collector Still Contacting You?.....105
 Complaints Filed106
ATTORNEY GENERAL COMPLAINT LETTER107
 Attorney General Tracking Form.....108
FEDERAL TRADE COMMISSION COMPLAINT LETTER.....109
 FTC Tracking Form110
 Section Summary Notes111

LEGAL ADVERSITIES

HANDLING LEGAL ADVERSITIES
 Chapter Objectives.....113
DEALING WITH ATTORNEYS114
 Steps To Filing A Lawsuit And Getting A Judgment.....114
 Certified Mail.....115
WHEN TO SEE AN ATTORNEY116
 How To Choose An Attorney118
LEGAL ACTIONS AND PUBLIC RECORDS120
JUDGMENTS.....120
 Once A Judgment Is Taken Against You122
 Judgment Proofing.....125

REPOSSESSION

PERSONAL PROPERTY REPOSSESSION.....129
 When Are You In Default Of A Security Agreement?129
 5 Reasons A Creditor Repossesses Goods:.....129
 Breaching The Peace129
 Legal Remedies Are Expensive.....130
 Dragnet Clause130
 Returning An Item131
 Action Plan For How To Deal With The Repossessor.....132
 Repossessed Items133
MOTORIZED VEHICLE REPOSSESSION.....134
 Subject To Limitations134
 Permitted Methods Of Repossession In Most States:134
 Illegal Methods Of Repossession In Most States:134
 Seizing The Car.....135
 Reselling the Car.....136
 Property Inside A Car137
 Paying The Deficiency137
 Preventing A Repossession138
 Credit Report138

FORECLOSURE

Non-Judicial Foreclosure.....139
 Foreclosure Sale140
 Alternatives To Foreclosure.....140
 Sell The Property140
 Sublease140
 Bankruptcy.....140

TAX LIENS

TAXES ARE SERIOUS BUSINESS142
 Information About Taxes.....142
 Information About Tax Liens144
 Selling Assets144

IS BANKRUPTCY THE ANSWER?

GREEN ZONE!!!.....145

Financial Survival Guide - Book One

| | |
|--|-----------------|
| Seek Help And Explore Your Options | 146 |
| Cash Flow Problems: | 146 |
| Out Of Work:..... | 146 |
| Unexpected Taxes: | 146 |
| Creditor Workout Needed:..... | 146 |
| Monthly Payments Too High: | 147 |
| Creditor Demands Additional Collateral: | 147 |
| Get Help Early!! | 147 |
| YELLOW ZONE!! | 148 |
| Consult An Attorney | 148 |
| Minimum Payments Only: | 148 |
| Need Cash Advances: | 148 |
| Missed Payments: | 148 |
| Lawsuit: | 148 |
| Taxes Unpaid:..... | 148 |
| Uninsured Medical Bills: | 149 |
| Creditors Harassing: | 149 |
| Out Of Work:..... | 149 |
| Not Enough Inventory: | 149 |
| Loan Default: | 149 |
| RED ZONE!! | 150 |
| I.R.S. Levy: | 150 |
| Foreclosure: | 150 |
| Repossession: | 150 |
| Judgment:..... | 150 |
| Note Called:..... | 150 |
| LEGAL ADVERSITIES | |
| TO FILE OR NOT TO FILE | |
| Bankruptcy Worksheet | 152 |
| INTRODUCTION TO THE BANKRUPTCY SYSTEM..... | 154 |
| Bankruptcy Code | 154 |
| Chapters In The Bankruptcy Code..... | 154 |
| Automatic Stay | 155 |
| Reaffirm | 157 |
| Redeem | 157 |
| Return | 158 |
| Preference..... | 158 |
| Discharge..... | 158 |
| Non-Dischargeable Debt | 158 |
| Post-Petition..... | 158 |
| Pre-Petition | 158 |
| In Conclusion..... | 158 |
| CHAPTER 7 - FACTS | 159 |
| CHAPTER 13 - FACTS | 161 |
| Myths Of Bankruptcy | 162 |
| COMMON QUESTIONS ASKED ABOUT CHAPTER 7 BANKRUPTCY | 163 -166 |