



## DIVORCE CHECKLIST

### LEGAL

#### Family Court

- Children
- Maintenance
- Process for separating/divorcing  
( If Consent Orders from Court required )

#### Legal

- Choice of Lawyer
- Change of name
- Child custody
- De facto matters
- Divorce proceedings
- Family and divorce law
- Maintenance
- Mediation
- Parenting and child support
- Power of Attorney
- Property settlement/division of assets
- Binding Financial Agreement ( BFA )  
If both agree to the way they will split assets
- Wills - new Wills may be needed urgently

#### Separation

- Formal notification to partner
- " Living under one roof" documentation  
(if appropriate )



## DIVORCE CHECKLIST continued

### FINANCES

#### Accountant - Business and Asset Valuation

- Choice of Accountant
- Tax returns – All entities  
Complete BAS, trustee, business and personal returns
- Business valuation –  
Of equity in own business/partnerships, IT interests, websites and other businesses/partnerships/syndicates
- Family Trusts
- Directorships
- Overseas assets/ entitlements
- Forensic Accountant
- Beneficiaries under Wills / Trusts
- Ongoing Court Orders
- Professional Indemnity claims
- Third Party claims

#### Banking

- Credit cards (including joint cards)
- Joint accounts
- Own account
- Children - accounts where you are signatory/ trustee
- Loans, leases and personal guarantees
- Change all passwords
- Change Addresses

#### Employment

- Advise employer (if appropriate)
- Maintenance arrangements
- Payment of earnings into appropriate account
- Salary packaging



## DIVORCE CHECKLIST continued

### FINANCES continued

#### Financial Planning

- Choice of Financial Planner
- Superannuation -
  - Self managed funds
  - Employer funds
  - Personal funds
  - Rollover funds
- Listed and unlisted Shares
- Wrap investment accounts
- Investments in managed funds
- Property Valuation/s
  - Family home
  - Investment property
  - Property Trusts
  - Property syndicates
- Cash and Cash management accounts
- Term deposits
- Life insurance/TPD policies
- Income protection
- Trauma insurance
- Insurance in superannuation funds
- Cash management accounts
- Capital gains/ losses issues
- Revise/create financial plan

#### Insurances

- House/buildings
- Contents
- Vehicles, boats, caravans etc
- Private health cover
- Business insurances (general)
  - Key person cover
  - Buy/ sell cover



## DIVORCE CHECKLIST continued

### PROPERTY

#### Real Estate

- Real estate agent
- Buyer advocate - to find property
- Seller advocate - to sell property
- Property management/rentals

#### Utilities - change of billing details

- Electricity, Gas, Water
- Phone and internet

#### Valuation of personal assets

- Vehicles, boats, caravans, motorbikes etc
- Household furniture and items
- Collectables/jewellery etc





## DIVORCE CHECKLIST continued

### SERVICES

#### Community Services/ Government Agencies

- Australia Post—change of address
- Australian Taxation Office
- Child Support Agency
- Centrelink—change of relationship status/income
- Local Government—Council notices
- Family Law Court
- Vehicle registration

#### Counselling

- Individual, couples, family and child counselling
- Mediation
- Psychologists
- Self-help services
  - Coaching (personal )
  - Mentoring (personal )

#### Health and Wellbeing

- Doctor/ medical advice
- Gym/ personal trainer
- Nutritionist/ diet

#### Internet

- Former partner access/status
- Social media status and settings
- PC and laptop passwords (change )
- New private email address

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