

RESPONSIBILITIES OF BUSINESS DEBTOR
PLEASE READ AND KEEP THE FOLLOWING
INFORMATION

If you have not already discussed the issues listed below with your attorney, immediately contact your attorney as these matters are extremely important. The Trustee's office is unable to give you advise.

1. If you have borrowed money from any creditor, and as security or collateral for the loan, you have pledged accounts, rents, or other cash, you may not use these accounts receivables, rents or cash without express written consent from the creditor or an Order from the US Bankruptcy Court allowing the use. Failure to obtain creditor consent or an Order from the Court before using these assets may result in severe penalties.
2. During the course of your Chapter 13 proceeding, it is your responsibility to pay any state and federal taxes due on time. Failure to do so may result in severe penalties.
3. There are strict laws governing the use and disposal of toxic material and wastes. The filing of your bankruptcy proceeding does not eliminate your responsibilities to comply with these laws; you and only you will be held fully liable and responsible. If you are now in violation of these laws, you must immediately cease and desist any continued violation, and immediately correct any violations. If you are aware of any problems or violations, or potential problems or violations in this area, you must immediately notify the United States Trustee, the Chapter 13 Standing Trustee, and your attorney.
4. In order to continue the operation of your business, it is your responsibility to obtain and maintain comprehensive liability insurance for the operation of your business and any other insurance required by the State in which the business operates.
5. If you are leasing commercial space, you must assume or reject your lease through the United States Bankruptcy Court within sixty (60) days after you file your petition for bankruptcy, or your lease will be terminated automatically by operation of law.
6. It is your responsibility to keep accurate records for your business and to provide the Trustee with such information as the Trustee may require both before and after confirmation.