

MICHAEL R. BAKST, TRUSTEE

UNITED STATES BANKRUPTCY TRUSTEE

P.O. Box 407
West Palm Beach, FL 33402

TELEPHONE 561.838.4539
FACSIMILE 561.514.3423
E-MAIL baksttrustee@gmlaw.com

June 14, 2022

VIA FED EX

Bernstein Family Realty, LLC
2753 NW 34th Street
Boca Raton, FL 33434

Re: Bernstein Family Realty LLC
Case No.: 22-13009-EPK

Dear Bernstein Family Realty, LLC:

I have been appointed as the interim Chapter 7 trustee in the above-referenced case. I am sending this letter to the Bernstein Family Realty, LLC at the only address listed with the Florida Secretary of State. The mailing address of the Debtor also lists that mail can be sent care of Eliot Bernstein, which is why one copy of this letter is being sent in that manner as well. Much of the language within this letter is based upon a form letter I send out in all of my corporate and limited liability cases. I understand that the Debtor may not have conducted a business like other limited liability companies such that some of the requests may not be applicable. I would ask that you please send a written response to this letter and provide documentation that is sought here to the extent that it exists.

Please note that there are certain deadlines to file required court papers with the Bankruptcy Court and that a representative of the Debtor will be required to attend a first meeting of creditors by telephone to testify. You will receive notices from the Court as to these requirements and dates.

The bankruptcy estate currently owns real property which I will need to secure and may be in the position to sell. If you are aware of any persons that may be interested in purchasing this real property, please notify me of same in writing. Also, please send me any proof of insurance that exists for the real property, along with copies of any utility bills demonstrating that they are being paid. Please also send me a copy of any written lease agreements that exists along with the full names of all persons residing at the property, whether or not they are tenants or occupants. I would also appreciate if you would confirm that the persons residing at the real property will cooperate with any realtor that I may hire through Bankruptcy Court approval to market and sell the real property.

Please send me keys, access information and alarm codes for all real property owned by the Debtor within the next five (5) days.

Please send me all banking information, including the account number, the bank location, and the balance in the account. Please also send me all insurance documents for all policies held by the debtor, of any type, for any time during the past four years. I will be changing the mailing address of the Debtor so that all mail comes to me. Please make sure that all mail directed to the Debtor is to be turned over to me and that any future mail that may be received needs to be turned over to me without being opened. If there are any post office addresses or drop boxes for the Debtor, please provide that information to me. If any property of the Debtor is in the hands of any custodian, receiver, or federal or state agency that may sell, destroy, or dispose of same, please notify me. This request would include any information relating to any pending garnishments or levies. **I will need all of this information within the next twenty-four (24) hours.**

If there is any litigation pending as against this debtor, please make sure to file a suggestion of bankruptcy with the appropriate court, and send a copy to me.

As to the following items referenced below, **I will need for this to be provided within the next five (5) business days:**

- documents relating to any and all liens upon property of the debtor, including information relating to the current amount owed on such liens and the name, address, telephone number, and e-mail address (if known) of the contact person for such creditor;
- all *complete* federal and state tax returns for the past four (4) years, along with all profit and loss statements for the past one year, all account receivable ledgers for the past year, all account payable ledgers for the past year, all inventories for the past two (2) years, and all banking records for the past four (4) years;
- all original titles to equipment and vehicles within the Debtor's possession, custody or control;
- all original deeds to real property of the Debtor.
- the Debtor's operating agreement, membership agreement and capital account ledger, if within your possession.
- the name, address, and telephone number of all contact persons for any webmaster relating to any websites owned by or operated by the Debtor, including documents relating to such website.
- All plan documents, administrator contact information, plan participant information, and all other applicable documents for any retirement, pension, profit sharing,

401(K), ERISA, ESOP or other type of similar plan that may have been established by or administered by the Debtor.

I look forward to your written response.

Sincerely,

MICHAEL R. BAKST, TRUSTEE

By: 

MRB:aml