



# ActiveIntel

SAMPLE REPORT

**Active Intel Investigations, LLC**

5080 Spectrum Drive · Suite 1000 East · Addison · TX 75001  
801 Northpoint Parkway · Suite K6 · West Palm Beach · FL 33407

844-248-3440 [activeintel.com](http://activeintel.com)

FL LIC: A1000143 TX LIC: A20006

# DO IT YOURSELF ASSET SEARCH

You now have the option to perform your own asset search with the assistance of a professional investigator. By performing the simple searches on your own time, the cost is reduced considerably as a DIY project. The results are exactly the same as an asset search performed by an investigator, with you keeping the cost savings.

For holders of judgments a thorough asset investigation discovers asset holdings of a debtor for garnishment. An asset search provides a documented status of your debtors true wealth positions.

Enclosed in this report are all of the tools, instructions, forms, links, and data you need to complete your own asset search. Your documents have been customized for your case, and are available for you to use at your convenience. If you have questions, contact us at [DIY@activeintel.com](mailto:DIY@activeintel.com)

SAMPLE REPORT

ASSET TYPE	SEARCH METHOD	SEE PAGE
Subject Information		16
Business and corporate holdings	✓ INCLUDED	17
Addresses	✓ INCLUDED	18
Known associates	✓ INCLUDED	19
Phones, emails	✓ INCLUDED	20
Aircraft	✓ INCLUDED	21
Intellectual property (patents, trademarks)	✓ INCLUDED	22
Real estate search	Custom link for online research provided	23
Corporate ownership	Custom link for online research provided	24
Copyrights and web assets	Custom link for online research provided	25
Vessels	Custom link for online research provided	26
Judgements owed	Custom link for online research provided	27
Criminal records	Custom link for online research provided	28
Accounts receivable	Custom link for online research provided	29
Vessel and aircraft tracking	Custom link for online research provided	30
UCC, notes due, and receivables	Custom link for online research provided	31
Bank account search	Completed form provided for signature	32, 35
Vehicles	Completed form provided for signature	33,35
Brokerage accounts	Completed form provided for signature	34,35
Asset class flow of formats	Asset Search Worksheet Provided	14
Third party assets	Step by step guide provided	15
INSTRUCTIONS		3-4
WORKSHEETS		5-15

# YOUR INSTRUCTIONS

## *HOW TO COMPLETE THE DIY ASSET SEARCH*

First, order any bank, vehicle, and brokerage searches as desired using the forms enclosed. These types of searches are regulated and must be signed by the recipient of this sensitive information. Send by postal mail to the government agency or banking records provider listed with each search, along with the appropriate fee. Start this process first as it may take several days or even weeks to receive the results depending on back log and search volume

As you perform each section of the search, be on the lookout for possible third party identities. These are entities which may have additional knowledge or even possible liability for claims. As you notice any such third parties during any portion of the search, enter those into the “third parties” section of the asset search worksheet. Types of companies and individuals which may be third party contacts can be:

- Real estate brokers
- Title agencies
- Attorneys of record
- Counter parties
- Accounting agencies
- Insurance agencies
- Sales agents
- Notaries

How long will all the searching take?

Each section can take from 15 minutes to 60 minutes, depending on the complexity of your subjects holdings, and how deep you wish to take the search. If one area of the search is less important, you can just perform basic searching and move on to the next section.

First, begin the real estate search using the county recorder link provided. Follow the instruction at the county website, and enter results into property section boxes of the asset search worksheet.

For most asset searches, simple “Grantor/Grantee” box searches is sufficient. Should you need more details on more advanced title analysis, see the attached “title forensics” white paper.

While you are at the county recorders site, perform judgment searching there, and then move to any civil court records link provided. Enter results into the judgment section boxes of the asset search worksheet.

Next, use the secretary of state contact info to perform UCC search and enter results into section boxes. While logged into that resource, perform corporate search and enter into the corporation interest section boxes of the asset worksheet.

Then, using the USPTO research database, perform searches for any intellectual property owned such as patents, trademarks, and copyrights, and enter results into the IP section boxes

Next, Perform vessel search and enter results into section boxes, followed by the vessel and aircraft tracking, if desired.

#### Asset class and flow

Once all of the asset searches are complete, and you have received back results from the bank account and vehicle external searches, re-enter each asset found into the “Flow” worksheet IN CHRONOLOGICAL ORDER by date acquired. This way, you can track the flow of funds as it is changed from one asset to another, to look for any possible fraudulent conveyance.

As always, get good legal advice from qualified counsel prior to performing or using any search records. This is a basic instruction sheet and is not intended to provide legal, accounting, or financial advice. Be aware of all laws of your jurisdiction prior to searching, using, or disclosing discovered information. See terms and conditions at ActiveIntel.com for further agreements.

### Asset Search Worksheet

### REAL ESTATE

ADDRESS	DATE ACQUIRED	DATE SOLD	MORTGAGE/LIEN

SAMPLE REPORT

OTHER REAL ESTATE NOTES:

**Asset Search Worksheet**

**JUDGEMENTS & RECEIVABLES**

DEBTOR NAME	DATE CREDITED	DATE RELEASED

SAMPLE REPORT

**OTHER JUDGEMENTS & RECEIVABLES NOTES:**

### Asset Search Worksheet

### UCC

DEBTOR NAME	DATE CREDITED	DATE RELEASED

SAMPLE REPORT

OTHER UCC NOTES:



### Asset Search Worksheet

### USPTO

ASSET NAME	DATE ACQUIRED	TYPE OF IP

SAMPLE REPORT

OTHER USPTO NOTES:

### Asset Search Worksheet

### VESSEL

VESSEL NAME	DATE ACQUIRED	DATE RELEASED

SAMPLE REPORT

OTHER VESSEL NOTES:

### Asset Search Worksheet

### AIRCRAFT & VESSEL TRACKING

LOCATION	DATE	DESTINATION

SAMPLE REPORT

OTHER TRACKING NOTES:

### Asset Search Worksheet

#### CORPORATIONS

NAME	TYPE	OFFICERS	REGISTERED AGENT	DATE FORMED	DATE DISSOLVED

**SAMPLE REPORT**

**OTHER CORPORATION NOTES:**

### Asset Search Worksheet

#### BANK ACCOUNTS

BANK NAME	AMOUNT

OTHER BANK ACCOUNT NOTES:

SAMPLE REPORT

### Asset Search Worksheet

#### VEHICLES

VIN	MAKE/MODEL	DATE ACQUIRED	DATE SOLD	VALUE

SAMPLE REPORT

OTHER VEHICLE NOTES:

Asset Search Worksheet

# ASSET CLASS & FLOW CHART

	DATE ACQUIRED	ASSET	ASSET TYPE	VALUE	OWNERSHIP END DATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

SAMPLE REPORT

Asset Search Worksheet

## THIRD PARTY ASSETS

POTENTIAL THIRD PARTIES:

- Real estate brokers
- Title agencies
- Attorneys of record
- counter parties
- accounting agencies
- registered agent

SAMPLE REPORT

NAME OF PARTY	RELATED TO ASSET



## SUBJECT INFORMATION

Name:

DOB:

Age:

Drivers License State:

SS:

SAMPLE REPORT

# BUSINESS & CORPORATE HOLDINGS

SOS Website

SAMPLE REPORT

# ADDRESSES

SAMPLE REPORT

# KNOWN ASSOCIATES

SAMPLE REPORT

## PHONES & EMAILS

TELEPHONE

TYPE

PROBABILITY

POSSIBLE EMAILS

SAMPLE REPORT

## AIRCRAFT

NONE FOUND

SAMPLE REPORT

## INTELLECTUAL PROPERTY

NONE FOUND

SAMPLE REPORT

## REAL ESTATE SEARCH

### CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
County Assessor's Office	<a href="http://www.sbcounty.gov/ARC/Main/Assessor/PropertyInformation.aspx">http://www.sbcounty.gov/ARC/Main/Assessor/PropertyInformation.aspx</a>
County Recorder's Office	<a href="http://www.sbcounty.gov/assessor/pims/(S(hzoi5p11y5zhblqqcseg4den))/PIMSINTERFACE.ASPX">http://www.sbcounty.gov/assessor/pims/(S(hzoi5p11y5zhblqqcseg4den))/PIMSINTERFACE.ASPX</a>

The links included here will be specific to your subject search case



## CORPORATE OWNERSHIP

### CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
Secretary of State - Business	<a href="https://businesssearch.sos.ca.gov/">https://businesssearch.sos.ca.gov/</a>

The link included here will be specific to your subject search case

SAMPLE REPORT

## COPYRIGHT AND WEB ASSETS

CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
United States Copyright Office	<a href="https://cocatalog.loc.gov/cgi-bin/Pwebrec.on.cgi?DB=local&amp;PAGE=First">https://cocatalog.loc.gov/cgi-bin/Pwebrec.on.cgi?DB=local&amp;PAGE=First</a>
United States Library of Congress	<a href="https://www.loc.gov/">https://www.loc.gov/</a>

The links included here will be specific to your subject search case

## VESSELS

### CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
US Department of Homeland Security United States Coast Guard	<a href="https://homeport.uscg.mil/Lists/Content/DispForm.aspx?ID=2907&amp;Source=/Lists/Content/DispForm.aspx?ID=2907">https://homeport.uscg.mil/Lists/Content/DispForm.aspx?ID=2907&amp;Source=/Lists/Content/DispForm.aspx?ID=2907</a>

The link included here will be specific to your subject search case

## JUDGEMENTS OWED

CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
State of California - UCC filings	<a href="https://uccconnect.sos.ca.gov/acct/acct-login.asp">https://uccconnect.sos.ca.gov/acct/acct-login.asp</a>
United States Courts, Public Access to Court Electronic Records	<a href="https://www.pacer.gov/">https://www.pacer.gov/</a>

The links included here will be specific to your subject search case

## CRIMINAL RECORDS

CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
Riverside County Court Records	<a href="https://www.riverside.courts.ca.gov/publicaccess.shtml">https://www.riverside.courts.ca.gov/publicaccess.shtml</a>

The links included here will be specific to your subject search case

SAMPLE REPORT

## ACCOUNTS RECEIVABLE

### CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
United States Courts, Public Access to Court Electronic Records	<a href="https://www.pacer.gov/">https://www.pacer.gov/</a>

The links included here will be specific to your subject search case

SAMPLE REPORT

## VESSEL & AIRCRAFT TRACKING

CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
Federal Aviation Administration Registry Aircraft Inquiry	<a href="https://registry.faa.gov/aircraftinquiry/">https://registry.faa.gov/aircraftinquiry/</a>
United States Coast Guard National Vessel Movement Center	<a href="https://www.nvmc.uscg.gov/nvmc/(S(5siqag01ujstbtpl020l2kfb))/default.aspx">https://www.nvmc.uscg.gov/nvmc/(S(5siqag01ujstbtpl020l2kfb))/default.aspx</a>
US Department of Homeland Security United States Coast Guard	<a href="https://homeport.uscg.mil/Lists/Content/DispForm.aspx?ID=2907&amp;Source=/Lists/Content/DispForm.aspx?ID=2907">https://homeport.uscg.mil/Lists/Content/DispForm.aspx?ID=2907&amp;Source=/Lists/Content/DispForm.aspx?ID=2907</a>
Marine Traffic	<a href="https://www.marinetraffic.com/">https://www.marinetraffic.com/</a>
Aviation Advisor, Inc	<a href="http://aviationadvisor.com/flight-tracker/">http://aviationadvisor.com/flight-tracker/</a>

**The links included here will be specific to your subject search case**

## UCC, NOTES DUE AND RECEIVABLES

CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
United States Courts, Public Access to Court Electronic Records	<a href="https://www.pacer.gov/">https://www.pacer.gov/</a>
UCC filings state	

*The links included here will be specific to your subject search case*



## BANK ACCOUNT SEARCH

### INSTRUCTIONS:

You or your attorney can choose to perform a bank account search on the debtor.

The forms for a bank account searches are included with your order.

### Use this easy step by step guide to submit the form:

1. Review the form for accuracy
2. Include any other information available
3. Signature and date form
4. Submit form by fax, email, or telephone at the numbers provided on form
5. Payment for bank account search can be made at time of order, by phone or web.
6. Allow up to 5 business days to receive the results by email

SAMPLE REPORT

# VEHICLES

## INSTRUCTIONS:

A DPPA Vehicle records request form is included in this packet.

## Use this easy step by step guide to submit the form:

1. Review the form for accuracy
2. Fill in any additional information needed
3. Signature and date the form
4. Mail the form along with the requested records fee to the Department of Motor Vehicles.
5. Allow up to 30 business days to receive the results of your vehicles search

## CUSTOM LINKS FOR ONLINE RESEARCH:

DATABASE NAME	URL
NADA	<a href="https://www.nada.com/">https://www.nada.com/</a>
KELLY BLUE BOOK	<a href="https://www.kbb.com">https://www.kbb.com</a>

## BROKERAGE ACCOUNTS

### INSTRUCTIONS:

You or your attorney can choose to perform a brokerage account search on the debtor.

A brokerage account search can be part of the results of the bank account search.

The forms for a bank account searches are included with your order.

SAMPLE REPORT

**PREPARED FORMS**

**PROVIDED**

**FOR SIGNATURE**

**SAMPLE REPORT**