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## COLLECTION REPORTING

RENTAL ADDRESS: \_\_\_\_\_ APARTMENT NO. \_\_\_\_\_

RESIDENT'S NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ -- \_\_\_\_ --

RESIDENT'S NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ -- \_\_\_\_ --

TERM OF LEASE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ APARTMENT RE-RENTED: \_\_\_\_\_

APARTMENT VACATED: \_\_\_\_\_

Important:  
Must have copy  
of signed lease  
for each resident  
reported. Also  
fax copy of  
judgments.

DID RESIDENT: ( ) SKIP ( ) ASKED TO VACATE ( ) EVICTED ( ) WARRANT FILED THEN SKIPPED?

IF JUDGMENT OBTAINED LIST: CASE NO. \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ DATE \_\_\_\_\_

### DESCRIPTION OF AMOUNT DUE

RENT:

(LIST SPECIFIC MONTHS)

Please attach tenant(s)  
applications, leases and  
judgments.

\_\_\_\_\_ \$ \_\_\_\_\_

LACK OF THIRTY DAY NOTICE FEE: \_\_\_\_\_ \$ \_\_\_\_\_

LATE CHARGES: \_\_\_\_\_ \$ \_\_\_\_\_

DAMAGES (TOTAL FROM MOVE-IN/MOVE-OUT SHEET): \_\_\_\_\_ \$ \_\_\_\_\_

CLEANING COSTS: \_\_\_\_\_ \$ \_\_\_\_\_

KEYS NOT RETURNED: \_\_\_\_\_ \$ \_\_\_\_\_

NSF CHECK FEE'S: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT DUE:** \_\_\_\_\_ \$ \_\_\_\_\_

AMOUNT OF DEPOSIT: \$ \_\_\_\_\_

AMOUNT OF REFUND: \$ \_\_\_\_\_

**AMOUNT PLACED FOR COLLECTION:** \$ \_\_\_\_\_

Placement of account is made pursuant to collection agency's standard collection agreement executed with owner of above named premises and the signature of the above agent shall constitute a legal and valid assignment/transfer of the debt described above to Homefinders under the terms of 50% of all collected. If the collection account is retracted before Homefinders is able to collect the debt in full, Owner/Agent agrees to pay \$250 hr. for all work performed on account to date of written retraction within 30 days.

**APPROVED:** \_\_\_\_\_

PRINT OWNER'S/AUTHORIZED AGENT'S NAME

\_\_\_\_\_  
SIGNATURE

**Agent's Tel #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Agent's Mailing Address:** \_\_\_\_\_

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