

Collection Placement Cover Sheet

Community Name: _____ Today's Date: _____

Contact Name: _____ Contact Phone: _____

Management Company: _____ Account #/Client ID: _____

THREE EASY WAYS TO SEND FILES

To ensure that collection efforts can begin as quickly as possible, Rent Recover must receive proper documentation to initiate collection activity.

- 1** **UPLOAD** at www.BetterNOI.com, log-in and click on Rent Recover tab
- 2** **FAX** to 866.389.4046
- 3** **MAIL TO** 220 Gerry Drive, Wood Dale, IL 60191

RENTER INFORMATION

Debtor Name(s)	Apt #	Lease Dates	Date Vacated/Evicted

DEBT BREAKDOWN(\$)¹ — IMPORTANT!

Please indicate the distribution of the total outstanding balance.

Unpaid Rent	Damages	Legal	Fees	Security Deposit Withheld	TOTAL DUE

ATTACHED DOCUMENTS

The following documents are necessary for our team to begin immediate collection activity. Please check each document that is included with this cover sheet.

- Final billing statement, statement of Deposit Accounting or DISPO form that includes the complete breakdown of the debt owed (Rent, Fees, and Damages).
- An account ledger reflecting the balance owed.
- All complete lease agreements.
- Riders or Addenda related to the balance to be collected.
- Any forwarding addresses, phone numbers, or emergency contacts for the Debtor(s).
- Intent to Vacate Notice (shows phone numbers and new address).
- A complete application for each resident and guarantor.**
- If awarded, the judgement (send with copy of the application).
- If this is a cancelled account from another collection agency, send a copy of their inventory report for confirmation.
- Most recent Employment verifications obtained.**

Please include these documents **ONLY IF** damages/fees are to be collected:

- Move-in and move-out inspection form, receipts for any repairs and legal fees.
- A copy of the unopened envelope of any returned final billing statement.
- Invoices/receipts for charges over \$100. For in-house repairs, include an accounting ledger on company letterhead.