



Recording the past-protecting the future.

### COLLECTION ASSIGNMENT FORM

Resident \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

D.O.B. \_\_\_\_\_ Employer \_\_\_\_\_ Wk. Ph. # \_\_\_\_\_

\* \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

D.O.B. \_\_\_\_\_ Employer \_\_\_\_\_ Wk. Ph. # \_\_\_\_\_

\* \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

D.O.B. \_\_\_\_\_ Employer \_\_\_\_\_ Wk. Ph. # \_\_\_\_\_

\* \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

D.O.B. \_\_\_\_\_ Employer \_\_\_\_\_ Wk. Ph. # \_\_\_\_\_

Rented Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Forwarding Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### BREAKDOWN OF ACCOUNT

Move In Date \_\_\_\_\_ Move Out Date \_\_\_\_\_ Notice Date: \_\_\_\_\_

Lease Dates: \_\_\_\_\_ to \_\_\_\_\_ Re-rent Date \_\_\_\_\_

##### RENT OWED FOR:

Rent	Late Charge	Rent	Late Charge	Rent	Late Charge	
Jan. \$ _____	\$ _____	May \$ _____	\$ _____	Sep. \$ _____	\$ _____	Total Rent \$ _____
Feb. \$ _____	\$ _____	June \$ _____	\$ _____	Oct. \$ _____	\$ _____	Total Late Charges \$ _____
Mar. \$ _____	\$ _____	July \$ _____	\$ _____	Nov. \$ _____	\$ _____	Concession \$ _____
Apr. \$ _____	\$ _____	Aug. \$ _____	\$ _____	Dec. \$ _____	\$ _____	

##### REFURBISHING:

Cleaning \$ _____	Misc. _____	\$ _____
Carpet replace \$ _____	Misc. _____	\$ _____
Carpet clean \$ _____	Misc. _____	\$ _____
Paint \$ _____	Misc. _____	\$ _____
Trash out \$ _____	Misc. _____	\$ _____

= Total \$ \_\_\_\_\_

UTILITIES: Water \_\_\_\_\_ / Gas \_\_\_\_\_ / Electric \_\_\_\_\_ = Total \$ \_\_\_\_\_

COURT COSTS: \_\_\_\_\_ \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

##### FOR BEST RESULTS ENCLOSE:

**COPY OF LEASE**

**COPY OF RENTAL APPLICATION**

**ITEMIZED REFURBISHING CHARGES**

TOTAL CHARGES

CREDIT FOR SECURITY DEPOSIT

OTHER CREDITS

BALANCE DUE\*

TOTAL \$ \_\_\_\_\_

\$ ( \_\_\_\_\_ )

\$ ( \_\_\_\_\_ )

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

Company Name: \_\_\_\_\_

Address \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

\*  Roommate  Spouse  Guarantor - Check Appropriate Boxes