

FABCO

Rental Collections ♦ Service is our *Signature*

Placing an Account for Collection

- Complete FABCO Collection Assignment Form when filling out your Security Deposit Disposition
- After 30 days, send Collection Assignment Paperwork to FABCO
- FABCO will enter the collection upon receipt. At this time the first letter is sent to the debtor
- At the end of the month you will receive your Account Acknowledgement Statement
- At the end of the second month the collection is reported to the credit bureaus
- Collection checks are cut on the first business day of every month
- Status reports will be sent upon your request

Collection Assignment Paperwork:

- Completed "Collection Assignment Form"
 - can be found at www.fabcogroup.com
- Statement of Security Deposit
- Copy of Lease Agreement, signed by debtor
- Copy of Rental Application, signed by debtor

Collection Assignment Paperwork can be sent via mail, fax, or e-mail:

- Mail: **FABCO ♦ P.O. Box 20850 ♦ Columbus, OH 43220**
- Fax: **614-538-5622** or **1-800-326-0914**
- E-mail: **collections@fabcogroup.com**