



► **REQUEST FOR COLLECTION**

TO: **RUZICKA & WALLACE, LLP**
VIA FACSIMILE NUMBER: **949.759.6813**

DATE: _____

RE: _____

FROM: _____

Please perform collections on the following:

DEBTOR INFORMATION:

Former Occupant(s):

Names

Forwarding Address (if known):

Street Address, City, State

Employee Information (if known):

Employer Name, Address, City, State, Phone Number

Banking Information (if known):

Bank Name, Address, City, State, Phone Number

Please provide the following required documents as soon as possible:

- **Copy of Judgment***
- **Lease or Rental Agreement***
- **Disposition of Security Deposit (SODA)**

* If Ruzicka and Wallace, LLP performed the eviction, we will already have these documents.



► **REQUEST FOR COLLECTION** *(Continued)*

The following documents are not required but will assist with collection:

- Rental Application(s)
- Copies of Any Checks (Late Pays, NSF's)
- Copy of Driver's License or Photo ID of Debtor
- Copy of Move-In/Move-Out Inspection Sheet
- Any Other Information Related to the Claim

Additional Notes or Comments:

Terms:

We understand that Ruzicka & Wallace, LLP will comply with all applicable laws in the pursuit of our outstanding debt. We understand that we must contact Ruzicka & Wallace, LLP if we have any communication with the debtor. We understand that should we be paid directly by the debtor, we will notify Ruzicka & Wallace, LLP immediately upon receipt and forward the payment to Ruzicka & Wallace, LLP. We understand that Ruzicka & Wallace, LLP will advance costs of collection. We understand that if we withdraw files that are placed for collection with Ruzicka & Wallace, LLP, we will be responsible for any court or sheriff fees that have been expended. We authorize Ruzicka & Wallace, LLP to associate with other attorneys purposes of collection. We understand amounts collected will be applied first to reimbursement of any court or sheriff fees that have been advanced, and the remainder divided 50% to Ruzicka & Wallace, LLP and 50% to the client.

Date:

Sign:

Owner / Manager