



LANDLORD COLLECTION INFORMATION FORM
(RENT & DAMAGES LAWSUIT REQUEST)

ATTENTION: Please complete this form to the best of your ability **REGARDLESS** of having sent any prior information to the Firm
Return Completed Form To: collect@mokslaw.com

Owner Information

Dated: _____, 20__

1. Property Owner's Full Legal Name: _____
2. Management Company's Name: _____
3. Contact Person: _____
4. Billing Address: _____, _____, _____
Street Address City State Zip Code
5. Telephone No: _____ Email Address: _____@_____

Former Tenant Information

6. Former Tenant's Name: _____ SSN: _____ DOB: _____
Former Co-Tenant's Name: _____ SSN: _____ DOB: _____
7. Address of Formerly Rented Premises: _____, _____, _____, _____
Street Address Apt # City State Zip Code
8. Former Tenant's Current Address: _____, _____, _____
Street Address City State Zip Code
9. Former Co-Tenant's Current Address: _____, _____, _____
Street Address City State Zip Code

Amounts Owed by Tenant(s)

10. What was the monthly amount of rent? \$ _____.
11. **RENT:** The Tenant(s) owe:
\$ _____ rent for the month of _____, 20__
\$ _____ rent for the month of _____, 20__
\$ _____ rent for the month of _____, 20__
Total rent owed: \$ _____
12. **LATE CHARGES:** The Tenant(s) owe:
\$ _____ late charges for the month of _____, 20__
\$ _____ late charges for the month of _____, 20__
\$ _____ late charges for the month of _____, 20__
Total late charges owed: \$ _____
13. **DAMAGES AND/OR UTILITIES:** (Please Specify) _____

* If you are requesting damages, please attach copies of your repair receipts to this Eviction Information Form.

Total damages owed: \$ _____

14. **TOTAL AMOUNT OWED:** \$ _____ [Questions 11 -13]

Additional Questions

15. Do you have a signed Lease Agreement? Yes No
If yes, please attach a copy to this Collection Information Form.
16. Do you have an updated Payment Ledger? Yes No
If yes, please attach a copy to this Collection Information Form.
Your Payment Ledger **MUST** match the amounts requested above.
17. Did you conduct a walk through inspection when the tenant moved in? Yes No
If yes, please attach a copy to this Collection Information Form.
18. Did you send a Security Deposit Accounting Letter within 30 days after move out? Yes No
If yes, please attach a copy to this Collection Information Form.
19. Have you photographed the damages? Yes No
If yes, please attach electronic copies to this Collection Information Form.
20. Have you completed the repairs? Yes No

If yes, please attach copies of the receipts for repairs to this Collection Information Form.

If you / your staff performed the repairs, please attach time sheets to this Collection Information Form.

21. If you have not completed the repairs, do you have bids for the repairs? Yes No

If yes, please attach electronic copies to this Collection Information Form.

22. Have you filed a police report against the Tenant? Yes No

If yes, please attach a copy to this Collection Information Form.

ATTENTION: If you answered "No" to questions 15-23 your case may be compromised. An attorney at The Law Offices of Anderson & Associates will contact you regarding the likelihood of success of your case.

Collection Information

23. EMPLOYMENT INFORMATION:

Tenant's Name: _____

Employer's Name: _____

Employer's Address: _____, _____, _____
Street Address City State Zip Code

Co-Tenant Name: _____

Employer's Name: _____

Employer's Address: _____, _____, _____
Street Address City State Zip Code

24. BANK ACCOUNT INFORMATION:

Tenant's Name: _____

Name of Tenant's Bank: _____

Bank Address: _____, _____, _____
Street Address City State Zip Code

Co-Tenant's Name: _____

Name of Co-Tenant's Bank: _____

Bank Address: _____, _____, _____
Street Address City State Zip Code

Documents Needed

25. Do you have a Rental Application? Yes No

If yes, please attach a copy to this Collection Information Form.

26. Do you have a copy of a Tenant's check? Yes No

If yes, please attach a copy to this Eviction Information Form.

Final Question

28. If I obtain a money judgment, and the above information is outdated, do you want me to search for new employment information and bank account information? Yes No

*Attention: There are additional costs involved in running a skip trace (up to \$50.00)

I, the undersigned, am authorized to enter into this agreement on behalf of the above-named Property. I agree to have the Law Offices of Anderson & Associates litigate this matter in the appropriate Missouri or Kansas court. I also agree to pay an up-front \$500.00 attorney fee, and a filing fee and service charge within 30 days of invoicing, regardless of a third-party obligation to indemnify me as a property manager. I understand that Anderson Law, LLC shall be paid thirty percent (30.00%) of the amount collected as an attorney fee for their collection services. I understand there will be additional service fees to collect on Judgments for which I will be responsible.

Signature

Printed Name

Please let us know how you heard about Our Company! _____