

**NEW PLACEMENT SHEET – EVICTION/PAST DUE RENT**

Tenant \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_  
Co-Tenant: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_  
Co-Tenant Phone: \_\_\_\_\_

Tenant  
Employer: \_\_\_\_\_  
Employer Phone: \_\_\_\_\_  
Fwd Address: \_\_\_\_\_

Banking Info: \_\_\_\_\_  
Co-Tenant  
Employer: \_\_\_\_\_  
Employer Phone: \_\_\_\_\_  
Fwd Address: \_\_\_\_\_  
Banking Info: \_\_\_\_\_

DATE THE TENANT VACATED THE PREMISES \_\_\_\_\_

Rent may only be charged thru this date. PLEASE NOTE: unless (1) the tenant returned the keys to you or (2) the sheriff sets them out, YOU TAKE POSSESSION OF THE PREMISES AT YOUR OWN RISK.

MONEY NOW DUE: \$ \_\_\_\_\_

Is there a written lease? YES / NO If no, please call our office. If yes attach lease, application and ledger.

Eviction Process: PLEASE ATTACH LEDGER SHOWING ALL RENT/LATE FEES DUE AS OF THIS DATE—SHOULD BE A COMPLETE LISTING.

Collection of Past Due Rent/Damages to Property: PLEASE ATTACH LEDGER SHOWING ALL RENT/LATE FEES AND DAMAGES DUE AS OF THIS DATE— SHOULD BE A COMPLETE LISTING

Please retain and submit copies of all receipts for any and all charges for damages, etc. Please retain

and submit photos to further support the claim for damages.

Itemization of Amounts Owed (please be as specific as possible):

Rent: \_\_\_\_\_

Late Fees: \_\_\_\_\_

Damages: \_\_\_\_\_

TOTAL AMOUNT OWED \_\_\_\_\_

(This should match your ledger, if not, please explain below.)

Additional Information:

CLIENT INFORMATION:

Submitted by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_