

Tenancy Debt Recovery Submission Form

Return to: FCC Paragon, 4, 5 & 6 Quay Point, Northarbour Road, Portsmouth, Hants, PO6 3TD

Tel: 0844 375 9608 Fax: 0844 375 9609

*Calls cost 7p per minute plus your phone company's access charge.

Company Name / Name: **Client No:**

Address:

..... **Tel:**



Details of Debtor:

Full name of individual and/or trading name (i.e. Business or Company):

Address:

..... **Tel:**

Alternative Address (if any):

..... **Tel:**

Total amount for collection: £ (Please complete the details below to show how this figure is calculated)

Tenancy From: **To:**

Monthly Rent: £ **Number of months outstanding:**

Dilapidations Total: £

Please list how the dilapidations have been calculated:

.....

.....

Deposit Held: £ **Has this amount already been used to reduce the amount of the debt? Yes / No**



Enclosures:

Please enclose copies of:

1. Copy Tenancy Agreement
2. Copies of any correspondence between yourselves and tenant. (e.g. letter informing tenant of amount outstanding)
3. Copies of estimates/quotations for dilapidation's (if applicable).

Please Note: We cannot proceed without the above documents. We recommend that you keep a copy of this form for your information.



Declaration:

I/We (The Client) confirm and declare that:

1. You have absolute discretion in the collection of the debt or may abandon collection if the circumstances demand.
2. I/We will immediately advise you if payment is received by me/us in respect of any debt submitted to you. In addition I/we agree to pay, upon settlement of the debt (or part thereof) the appropriate commission, according to the below scale.
3. This form is used to submit debts only and the collection method will be Pre-Litigation.
4. FCC Paragon will not evict tenants on receipt of this form. (Please contact us should you require advice on eviction)

Under £1,000 - 9% +VAT £1,000 to £2,499 - 7% +VAT £2,500 to £4,999 - 5% +VAT £5,000 or more - 4.5% +VAT

Signed: **Position:** **Date:**

Print Name (in full) Mr/Mrs/Miss/Ms: