

# C.I.A. Debt Recovery Plan



**The C.I.A. Debt Recovery Group Ltd**  
 PO Box 106-472  
 Auckland City 1143  
 Phone: 0800 111 007  
 Fax: 0800 222 007  
 Email: admin@cia.co.nz  
 www.cia.co.nz

To the Manager,

I, the owner/landlord, agree that I wish to participate in the **C.I.A.** Debt Recovery Plan.

It is acknowledged that for a debt instruction claim to be accepted I know that I must furnish, at the time of lodging the debt, the following details of the errant tenant:-

1. Full correct name of tenant(s).
2. Date of Birth.
3. Current or former telephone numbers.
4. Source of proof of identification (i.e. driver's licence, birth certificate, passport etc).
5. Work address or WINZ No.
6. Next of kin's Phone number and address.
7. Bank account number.
8. Car registration number.
9. Proof of a T.I.N.Z. (Tenancy Information New Zealand) & credit check prior to start of tenancy period. Both checks can be done on-line at [www.tinz.net.nz](http://www.tinz.net.nz) once you register.
10. **Tenants with bad tenancy or credit history will have to be pre-approved by C.I.A.**

These details should be part of your vetting process and provide valuable assistance in re-locating them if necessary - if you haven't got them at the time of registering a recovery instruction C.I.A. may not accept an instruction to collect a debt subsequently incurred.

I have read the details of the C.I.A. Debt Recovery Plan and to ensure my property is protected by this plan, I instruct you to list my property, as listed.

THE PROPERTY TO BE INSURED	
Flat/Unit No.	
Street Number	
Street Name	
Suburb	
City/Town	
YOUR DETAILS	
Name	
Company Name	
Postal Address	
City/Town	
Postcode	
Phone	
Fax	
Email	

If you have more than one property you will have to fax a separate registration for each property. An invoice will be sent to you if you are not using the coupon system.

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## Introducing Debt Recovery Insurance

### For Landlords and Property Managers

- Insurance against the costs of debt collection
- From tenants

# NO COMMISSIONS NO HIDDEN CHARGES NO COURT FEES

(Includes order for examination)

- **FREE** tracing of errant tenant(s)
- **FREE** recoveries of your debt
- **FREE** management of any time payment debt repayment plans for the first year then reverting to the current option 2 management fee
- Re-trace debtor(s) as required
- **FREE** preparation and filing of Court documents to gain orders
- **FREE** preparation and swearing of Court enforcement documents if required
- **C.I.A.** will pay Court enforcement fees if no voluntary offer gained from debtor

## The Benefits to the Property Owner

- A cost effective way to recover your monies
- A commission free collection service when tenant is located
- You have access to a National network of licensed private investigators and debt recovery agents
- The knowledge that any investment properties you may have anywhere in New Zealand can be covered
- Knowledge that, regardless of the debt size, C.I.A. will work for you as soon as the debt is registered

## How does the C.I.A. Debt Recovery Plan work?

- Register the property by faxing the following page to fax 0800 222007
- (Note this does NOT cover any dates or arrears for any period previous to the date that this registration is made)
- Once you have gained a Tenancy Tribunal Order C.I.A. will locate errant tenant and negotiate a full recovery of monies owing and automatically lodge debt on T.I.N.Z



- To initiate a debt recovery once your property is registered you merely have to fax 0800 222-007, or post, or email, the cover sheet headed "Your Instructions to C.I.A." which can be downloaded with a copy of the Tenancy Tribunal order
- C.I.A. will manage/monitor any time payment scheme with the full debt being paid direct to you
- If the debtor stops paying and moves, C.I.A. will relocate the debtor and re-institute repayment plan
- If no repayment plan is offered by your debtor(s) C.I.A. will prepare and lodge documents to gain orders for examination of the tenant(s) by the District Courts
- C.I.A. will covers the cost of any solicitor's preparation and representation in regard to distress warrant and/or any order for examinations which currently amount to a minimum \$474.00. We will recover this from the debtor. All Debt collection companies are required by the Ministry of Justice to have solicitors sign off enforcement applications and represent them in the Courts