

## OUR INSTRUCTIONS to C.I.A.

**PLEASE COMPLETE ONE (1) FORM FOR EACH TENANT/DEBTOR**

<b>Names of Tenant/Debtor</b>		<b>Date of Birth</b>	
<b>Known Aliases of tenant</b>		<b>Gender</b>	
<b>Your Property or other reference</b>		<b>Debtor's email address</b>	

**Please itemise these details – Please attach a copy of your Tenancy Tribunal Order – if it is not on the order we will not be able to collect it.**

Rent arrears	\$	
Carpet cleaning	\$	
Pest control	\$	
General cleaning	\$	
Repairs	\$	
Lawns/gardening	\$	
Letting fee/advertising	\$	
Rent in lieu of notice	\$	
Water rates	\$	
Change of locks	\$	
Other (please state)	\$	
<b>Subtotal</b>	\$	
Less Bond	\$	
Less other credit	\$	
<b>Total to recover</b>	<b>\$</b>	

Current home address		Phone	
Work address		Phone	
Car registration number(s)			
WINZ number			
Bank account number			
Any other helpful details	use a separate sheet or the empty space above		
Description of tenant 1 (e.g. 5'10" tall, tattoos, distinguishing features)			

**OUR SPECIFIC INSTRUCTIONS** (e.g. trace & debt collect, tenancy termination, etc) :-

<b>Our Details</b>	<b>Email Address:</b>	
<b>Company/Name:</b>		
<b>Postal Address:</b>	<b>Phone:</b>	
<b>Physical address:</b>	<b>Fax:</b>	
<b>Contact person:</b>	<b>Position:</b>	
<b>Signature</b>	<b>Date</b>	

My bank account number for direct credit of any proceeds of recovery

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My chosen fees payment method – please tick/circle

Option 1  Option 2  Option 4  Option 5  Option 6  Option 7

I/We authorise **The C.I.A. Debt Recovery Group Ltd** to act as our agents in the above matters and agree to make payment of all charges and costs in accordance with **The C.I.A. Debt Recovery Group Ltd** current terms and conditions. I/We agree to not proceed to legal action, nor take independent action by any other means through agency or on my/our own accord, against this debtor without first notifying **The C.I.A. Debt Recovery Group Ltd**.

**If I/we do take independent action, I/we know we will be liable and be invoiced for the whole commission that relates to the option I have chosen above and any subsequent enforcement costs.**

Form current as of 1.3.10