

OUR INSTRUCTIONS to C.I.A.

PLEASE COMPLETE ONE (1) FORM FOR EACH TENANT

Name of Tenant		Date of Birth	
Known Aliases of tenant		Gender	
Your Property or other reference			

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)	\$
Subtotal	\$
Less Bond	\$
Less other credit	\$
Total to recover	\$

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) :-

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

My bank account number for direct credit of any proceeds of recovery	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<u>My chosen fees payment method</u>
	Option 1 <input type="checkbox"/> Option 2 <input type="checkbox"/> Option 3 <input type="checkbox"/> Option 4 <input type="checkbox"/> Option 5 <input type="checkbox"/> Option 6 <input type="checkbox"/>

I/We authorise CHASE INVESTIGATIVE AGENCIES Ltd to act as our agents in the above matters and agree to make payment of all charges and costs in accordance with CHASE INVESTIGATIVE AGENCIES 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 CHASE INVESTIGATIVE AGENCIES 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.