

# Load Tenancy Debt Form



(Fields marked \* are mandatory fields)

## YOUR DETAILS

Company Name: \_\_\_\_\_

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_

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

Your bank account number (for debtor payments) \*: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Your Reference\*: \_\_\_\_\_ illion Tenancy Member ID: \_\_\_\_\_

## DEBTOR DETAILS

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Gender\*: \_\_\_\_\_

Current Address (if known): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

On WINZ benefit?\*:  Yes  No  Unknown WINZ No: \_\_\_\_\_

Mobile \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer's Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer's Email: \_\_\_\_\_

Any other information that may be of help collecting the debt? E.g. debtor's relatives contact details:

---

---

---

---

---

---

# Load Tenancy Debt Form



## DEBT DETAILS

Amount Owing \$\*: \_\_\_\_\_ Tribunal Order Amount \$\*: \_\_\_\_\_

Tribunal Order Date\*: \_\_\_\_\_ Tenancy Tribunal Location: \_\_\_\_\_

Tenancy Address (as stated on Tribunal Order)\*: \_\_\_\_\_

Tribunal Order Number\*: \_\_\_\_\_ Reason for Tribunal Order\*: \_\_\_\_\_

## PRICING OPTIONS (please tick the box next to the option you would like)\*:

- Option 1** - million Tenancy members only. No debt load fee. CIA commission rate 25% +GST.
- Option 2** - Debt Size \$500+. Debt load fee \$60 + GST. CIA commission rate of 25% +GST.
- Option 3** - Debt Size \$2,000+. No debt load fee. C.I.A commission rate of 30% +GST.
- Option 4** - Any Debt Size. No debt load fee. C.I.A commission rate of 35% +GST.

By accepting these terms, you agree to authorise CIA Debt Recovery Ltd to act as your agent in the above matters and agree to make payment of all charges and costs in accordance with the Terms of Engagement.

You agree to not proceed to legal action, nor take independent action by another means through an agency or, on your own accord, against this debtor without first consulting CIA Debt Recovery Ltd.

If you do take independent action or/and if any monies are paid to you or your agent, by the debtor, CIA Debt Recovery Ltd will invoice you for the full commission that relates to the option you have chosen above and any subsequent enforcement costs.

- I have read and understood CIA Debt Recovery's full Terms of Engagement\***

Full Name\*: \_\_\_\_\_ Date\*: \_\_\_\_\_ Signed\*: \_\_\_\_\_

Please attach the following documentation when you submit/email this completed form:

- Copy of the Tenancy Tribunal Order (include all pages and ensure it is clearly readable)**
- Photo of the tenant debtor (if you have one)**
- Copy of the tenancy application and/or tenancy agreement signed by this tenant debtor**
- Any other supporting documentation (e.g., email correspondence with the tenant debtor)**