

Landlord Tenant Services

Phone: (618) 692-6966

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Report Tenant To All 3 Credit Bureaus \$50

If tenant pays the amount in full or partial payment, the credit report is updated at no additional fee to you.

A separate form must be submitted on each tenant.

Individual Landlord

Name: _____

Apartment Complex

Mem #: _____

Management Company

Phone #: _____

Date: _____

Debtor Information: (Tenant)

Name:

Last

First

Middle

SSN: _____

DOB: _____

Drivers Lic #: _____

Last Known Address: _____

Apt #: _____

City: _____

State: _____

Zip: _____

Phone 1: _____

Phone 2: _____

Move Out Reason:

Skipped:

Balance Owed: \$ _____

Evicted:

Date of First Delinquency: _____

Apt to Small:

Date Vacated: _____

Bad Neighbors:

Have you tried to collect this debt?

Job Transfer:

Have you turned this debt over to a collection agency?

Illness:

Have you obtained a judgment for this debt?

Marriage:

Brief statement why the debt is owed: _____

Divorce:

Military:

Closer to Work:

Fill out this form and fax any documentation to verify this debt is owed to you. A letter to the tenant, ledger, etc can be used.

You do not have to file with an attorney before submitting this form but you will have to notify the tenant.

Law requires that the consumer be notified anytime before, or within 30 days after, you (the Landlord) report a derogatory to a Consumer Reporting Agency (CRA) in substantially the following words: "You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit/rental obligations." Only one notification to the consumer is necessary.

IF THE TENANT PAYS YOU, IT IS YOUR RESPONSIBILITY TO INFORM
LTS, AND HAVE THEIR CREDIT REPORT UPDATED TO REFLECT ANY MONEY THAT
HAS BEEN PAID OR ACCOUNT HAS BEEN SATISFIED.

Print Name

Signature

Title