

CLOUD & WILLIS, LLC

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NEW PLACEMENT SHEET – EVICTION/PAST DUE RENT

Tenant _____ **DOB:** _____

Co-Tenant: _____ **DOB:** _____

Address: _____

Tenant Phone: _____

Co-Tenant Phone: _____

Tenant
Employer: _____

Employer Phone: _____

Fwd Address: _____

Banking Info: _____

Co-Tenant
Employer: _____

Employer Phone: _____

Fwd Address: _____

Banking Info: _____

DATE THE TENANT VACATED THE PREMISES _____

Rent may only be charged thru this date. PLEASE NOTE: unless (1) the tenant returned the keys to you or (2) the sheriff sets them out, YOU TAKE POSSESSION OF THE PREMISES AT YOUR OWN RISK.

MONEY NOW DUE:

Is there a written lease?

YES / NO

*If no, please call our office. If yes
attach lease, application and ledger.*

Eviction Process: PLEASE ATTACH LEDGER SHOWING ALL RENT/LATE FEES DUE AS OF THIS DATE—SHOULD BE A COMPLETE LISTING.

Collection of Past Due Rent/Damages to Property: PLEASE ATTACH LEDGER SHOWING ALL RENT/LATE FEES AND DAMAGES DUE AS OF THIS DATE— SHOULD BE A COMPLETE LISTING.

Please retain and submit copies of all receipts for any and all charges for damages, etc. Please retain and submit photos to further support the claim for damages.

Itemization of Amounts Owed (*please be as specific as possible*):

Rent: _____

Late Fees: _____

Damages: _____

TOTAL AMOUNT OWED _____

(This should match your ledger, if not, please explain below.)

Additional Information:

CLIENT INFORMATION:

Submitted by: _____

Date Submitted: _____

Client Name: _____

Address: _____

Phone Numbers: _____

Fax Number: _____

Email: _____