

# CLOUD & WILLIS, LLC

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## NEW PLACEMENT SHEET – EVICTION/PAST DUE RENT

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Tenant \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Co-Tenant: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

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

\_\_\_\_\_

Tenant Phone: \_\_\_\_\_

Co-Tenant Phone: \_\_\_\_\_

### Tenant

Employer: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

Fwd Address: \_\_\_\_\_

Banking Info: \_\_\_\_\_

### Co-Tenant

Employer: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

Fwd Address: \_\_\_\_\_

Banking Info: \_\_\_\_\_

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### 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.*

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