

FABCO

Collection Packet ♦ Service is our *Signature*

11% of tenant debts are turned over to a collection agency.

Our collection services go above and beyond any other agency by reporting our collections to the National Credit Bureau, as well as our FABCO Rental Report.

Rental debt collection is our specialty.

We maintain focus on the multi-family housing industry alone to ensure that we are fully dedicated to serving our clients.

Our collectors are the best of the best.

Our high success rate comes from the diligent work of our staff of professional collectors.



“Successful collection on accounts in this manner is the exception rather than the rule.”

– Saul Wertzer

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Placing an Account for Collection

- Complete FABCO Collection Assignment Form when filling out your Security Deposit Disposition
- After 30 days, send Collection Assignment Paperwork to FABCO
- FABCO will enter the collection upon receipt. At this time the first letter is sent to the debtor
- At the end of the month you will receive your Account Acknowledgement Statement
- At the end of the second month the collection is reported to the credit bureaus
- Collection checks are cut on the first business day of every month
- Status reports will be sent upon your request

Collection Assignment Paperwork:

- Completed "Collection Assignment Form"
 - can be found at www.fabcogroup.com
- Statement of Security Deposit
- Copy of Lease Agreement, signed by debtor
- Copy of Rental Application, signed by debtor

Collection Assignment Paperwork can be sent via mail, fax, or e-mail:

- Mail: **FABCO ♦ 4640 Executive Dr ♦ Columbus, OH 43220**
- Fax: **614-538-5622** or **1-800-326-0914**
- E-mail: **collections@fabcogroup.com**

SAMPLE



COLLECTION ASSIGNMENT FORM

Resident Rex Renter Soc. Sec. # 123-45-6789
D.O.B. 05/05/1955 Employer FABCO Wk. Ph. # (614) 538-5600
R S G * Soc. Sec. #
D.O.B. Employer Wk. Ph. #
R S G * Soc. Sec. #
D.O.B. Employer Wk. Ph. #
R S G * Soc. Sec. #
D.O.B. Employer Wk. Ph. #
Rented Address 123 Main Street City Columbus State OH Zip 43215
Forwarding Address 543 1st Avenue City Columbus State OH Zip 43220

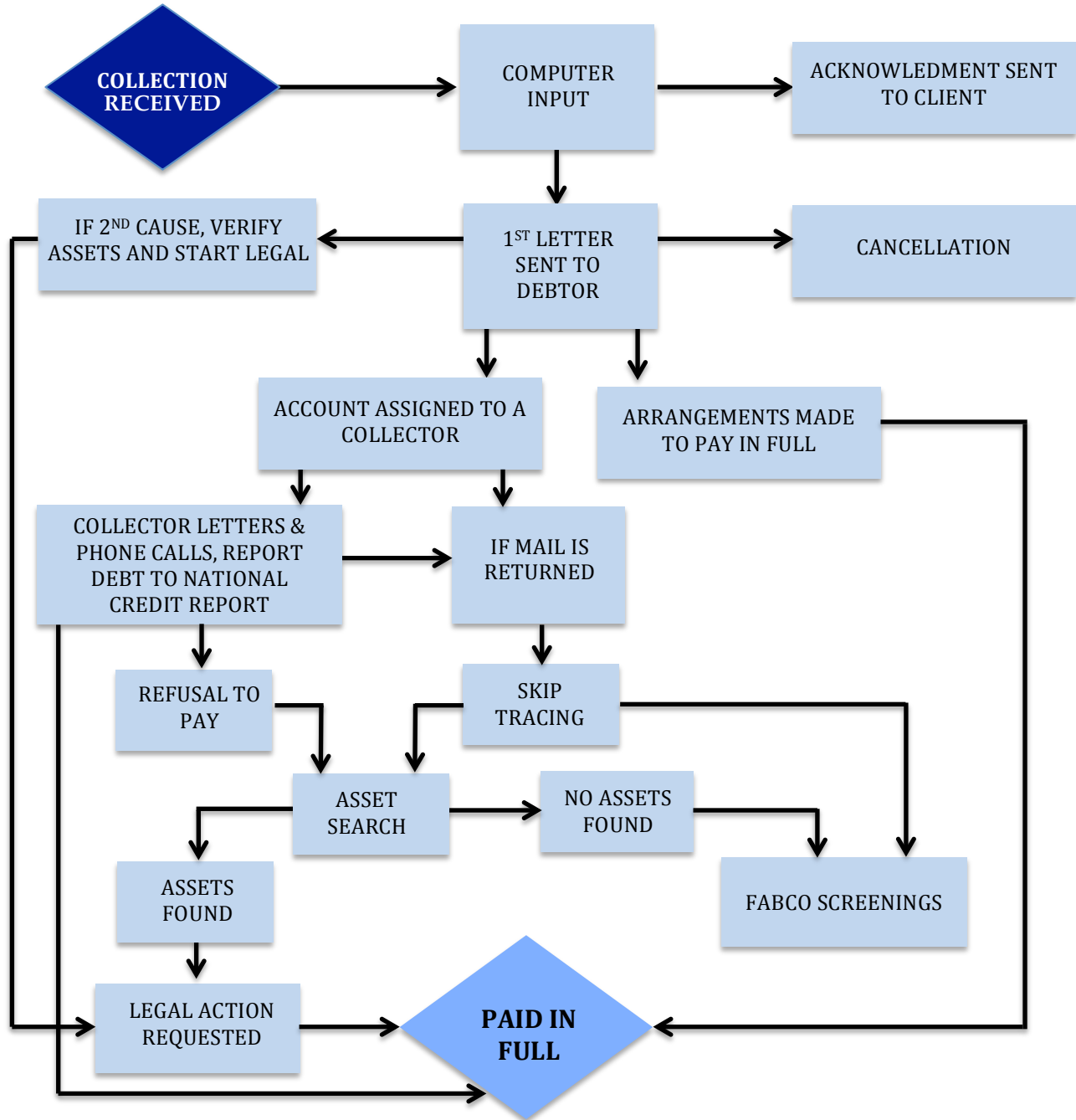
BREAKDOWN OF ACCOUNT
Move In Date 05/05/2011 Move Out Date 09/14/2011 Notice Date: Eviction
Lease Dates: 05/05/2011 to 05/04/2012 Re-rent Date 11/01/2011
RENT OWED FOR:
Rent Late Charge Rent Late Charge Rent Late Charge
Jan. \$ \$ May \$ \$ Sep. \$ 600.00 \$ 60.00 Total Rent \$ 2,235.00
Feb. \$ \$ June \$ \$ Oct. \$ 600.00 \$ Total Late Charges \$ 180.00
Mar. \$ \$ July \$ 435.00 \$ 60.00 Nov. \$ \$ Concession \$ 250
Apr. \$ \$ Aug. \$ 600.00 \$ 60.00 Dec. \$ \$
REFURBISHING:
Cleaning \$ 100.00 Misc. Keys \$ 25.00
Carpet replace \$ 525.00 Misc. Drip Pans \$ 15.00
Carpet clean \$ Misc. Drywall Hole \$ 10.00
Paint \$ 125.00 Misc. \$
Trash out \$ 50.00 Misc. \$
UTILITIES: Water / Gas / Electric 74.58 = Total \$ 850.00
COURT COSTS: \$ = Total \$ 74.58
= Total \$ 0.00
FOR BEST RESULTS ENCLOSE: TOTAL CHARGES TOTAL \$ 3,589.58
COPY OF LEASE CREDIT FOR SECURITY DEPOSIT \$ (600.00)
COPY OF RENTAL APPLICATION OTHER CREDITS \$ ()
ITEMIZED REFURBISHING CHARGES BALANCE DUE* \$ 2,989.58

Company Name: FABCO
Address PO Box 20850 Columbus, OH 43220
By Date 03/24/2012 Phone # (614) 538-5600

* R Roommate S Spouse G Guarantor - Check Appropriate Boxes

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LEGAL ACCOUNTS

- We will request your authorization before pursuing legal action on accounts
- All legal collections will be handled by Willis Law Firm (This would have to be someone in your state)

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Recording the Past

Protecting the Future

Why use FABCO Screenings?

- Using both Screening and Collection services at FABCO ensures better results.
- Every collection turned over to FABCO appears on our FABCO Rental Report when another landlord screens that person's application
- This will help other landlords avoid renting to bad tenants as well as encourage payments to get the collection off of the applicant's report.

How to Obtain Better Collection Results

- Take a complete application
- A quality screening will assure a better tenant
- Good documentation of charges:
 - Completed move-in inspection
 - Completed move-out inspection
 - Video/Pictures of unit
- Assignment to FABCO (see flow chart)
- Review assignment procedure



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There is no fee or contract to sign when placing collection accounts with FABCO.

We believe that a good collection agency does not charge any upfront cost, or force someone to complete a contract when results are not being seen.

FABCO Collection Rates

- **65-35 Split:** Whenever a payment is received, you will be forwarded 65% of the payment and we will retain 35%.
- **50-50 Split:** Should we believe it is advantageous to pursue legal action against a debtor, we will forward a request for authorization asking you to remit initial court costs.
 - You will always make the final decision on whether or not to seek legal action
 - When judgment is obtained and wages are garnished, we will forward 50% to you and retain 50% as our commission and to pay attorney fees.



Recording the past protecting the future.

COLLECTION ASSIGNMENT FORM

Resident _____ Soc. Sec. # _____

D.O.B. _____ Employer _____ Wk. Ph. # _____

* _____ Soc. Sec. # _____

D.O.B. _____ Employer _____ Wk. Ph. # _____

* _____ Soc. Sec. # _____

D.O.B. _____ Employer _____ Wk. Ph. # _____

* _____ Soc. Sec. # _____

D.O.B. _____ Employer _____ Wk. Ph. # _____

Rented Address _____ City _____ State _____ Zip _____

Forwarding Address _____ City _____ State _____ Zip _____

BREAKDOWN OF ACCOUNT

Move In Date _____ Move Out Date _____ Notice Date: _____

Lease Dates: _____ to _____ Re-rent Date _____

RENT OWED FOR:

	Rent	Late Charge		Rent	Late Charge		Rent	Late Charge	
Jan.	\$ _____	\$ _____	May	\$ _____	\$ _____	Sep.	\$ _____	\$ _____	Total Rent \$ _____
Feb.	\$ _____	\$ _____	June	\$ _____	\$ _____	Oct.	\$ _____	\$ _____	Total Late Charges \$ _____
Mar.	\$ _____	\$ _____	July	\$ _____	\$ _____	Nov.	\$ _____	\$ _____	Concession \$ _____
Apr.	\$ _____	\$ _____	Aug.	\$ _____	\$ _____	Dec.	\$ _____	\$ _____	

REFURBISHING:

Cleaning	\$ _____	Misc.	_____	\$ _____
Carpet replace	\$ _____	Misc.	_____	\$ _____
Carpet clean	\$ _____	Misc.	_____	\$ _____
Paint	\$ _____	Misc.	_____	\$ _____
Trash out	\$ _____	Misc.	_____	\$ _____

UTILITIES: Water _____ / Gas _____ / Electric _____ = Total \$ _____

COURT COSTS: _____ \$ _____ = Total \$ _____

FOR BEST RESULTS ENCLOSE:	TOTAL CHARGES	TOTAL
COPY OF LEASE	CREDIT FOR SECURITY DEPOSIT	\$ (_____)
COPY OF RENTAL APPLICATION	OTHER CREDITS	\$ (_____)
ITEMIZED REFURBISHING CHARGES	BALANCE DUE*	\$ _____

Company Name: _____

Address _____

By _____ Date _____ Phone # _____

* Roommate Spouse Guarantor - Check Appropriate Boxes

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Recording the *Past* ♦ Protecting the *Future*

614-538-5600 (P)
614-326-0917 (F)

www.fabcogroup.com
www.facebook.com/FABCO1943

4640 Executive Dr
Columbus, OH 43220