

## Landlord Debt Recovery Submission Form

Return to: FCC Paragon, 4-5 Quay Point, Northarbour Road, Portsmouth, Hants, PO6 3TD  
 Tel: 02392 315193 Email: cm@fccparagon.com

**Company Name / Name:** ..... **Client No:** .....

**Address:** .....

..... **Tel:** .....

### Details of Debtor

**Full name of individual and/or trading name (i.e. Business or Company):** .....

**Address:** .....

**Contact Numbers/E-mail Addresses:** .....

**Total amount for collection: £** ..... (Please complete the details below to show how this figure is calculated)

**Monthly Rent: £** ..... **Number of months outstanding:** .....

**Dilapidations Total: (if applicable) £** .....

**Deposit Held: £** ..... **Has this amount already been used to reduce the amount of the debt? Yes / No**

**Any additional information:** (such as alternative addresses, information on how the debt has been calculated etc.)

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 .....  
 .....

### Enclosures

**Please enclose copies of:**

1. Copy of Tenancy Agreement
2. A letter sent to the debtor outlining the debt in full, giving 30 days notice.
3. Copies of rent statement and invoices for dilapidation's (if applicable).

**Please Note:** We cannot proceed without the above documents. We recommend that you keep a copy of this form for your information.

### Declaration:

I/We (The Client) confirm and declare that:

1. You have absolute discretion in the collection of the debt or may abandon collection if the circumstances demand.
2. I/We will inform FCC Paragon immediately should we receive any notification regarding the Debt Respite Scheme relating to any debtors.
3. I/We will immediately advise you if payment is received by me/us in respect of any debt submitted to you. In addition I/we agree to pay, upon settlement of the debt (or part thereof) the appropriate commission, according to the below scale.
4. This form is used to submit debts only and the collection method will be Pre-Litigation.
5. FCC Paragon will not evict tenants on receipt of this form. (Please contact us should you require advice on eviction)

**Under £1,000 - 9% +VAT      £1,000 to £2,499 - 7% +VAT      £2,500 to £4,999 - 5% +VAT      £5,000 or more - 4.5% +VAT**

**Signed:** ..... **Position:** ..... **Date:** .....

**Print Name (in full) Mr/Mrs/Miss/Ms:** .....