



PLACING ACCOUNTS FOR COLLECTION

To place accounts for collection with Rent Recovery Solutions, please provide copies of the following Documents:

1. Final itemized statement of charges (SODA, etc)
2. Most recent lease agreement with resident signature
3. All rental applications (update upon renewal of lease)
4. Move in/out inspection report
5. All co-signer or guarantor addendums (if applicable)
6. Judgment or FIFA (if applicable)
7. Any NSF checks (original check)

COPIES: use the Final Statement of Charges as the cover sheet, staple all items together for each account, place in our postage paid envelope and mail to:

Rent Recovery Solutions, LLC
PO Box 723727
Atlanta, GA 31139
Attn: Account Set-up Manager

ORIGINALS: If you have 10 or more original accounts to mail please call Client Service to schedule a UPS pick-up: 800-335-0119 press 3

Original files should be mailed to:
Rent Recovery Solutions, LLC
2814 Spring Road
Suite 301
Atlanta, GA 30339

If you have any questions about placing accounts for collection, please contact client service at 678-819-4040 or 1-800-335-0119 press 3.

We appreciate your business!