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Rawn Law Firm Collections

Checklist

- Copy of Lease
- Copy of Rental Application
- Forwarding Address if known
- Place of Employment if known
- Date of Birth
- Social Security Number
- Complete Tenant Ledger (must show all charges & payments)
- Move-In Inspection
- Move-Out Inspection
- Receipts & Estimates for all damages
- Pictures of all damages

Collection Fees:

- ✓ \$30.00 – Mandatory Federal Fair Debt Collection Act Demand Letter
- ✓ \$30.00 – Letter/Subpoena to Section 8
- ✓ \$70.00-\$75.00 – Sheriff Service Fee (per defendant)
- ✓ \$125.00 – Skip Trace (as needed per defendant)
- ✓ Court Costs – Approximately \$130.00 for amounts UNDER \$5,000.00
- ✓ Court Costs – Approximately \$220.00 for amounts OVER \$5,000.00

We only collect a fee, except as stated above, if we recover money for you. We get 1/3 of the recovery if the matter can be settled or if we don't have to attend court, we get 40% if we must attend court for any reason.