

Debt Recovery Process/Checklist Court Ref No >

Debt Claimed \$ _____ Dated _____ Last Address _____

1) Bond

_____ Refund application sent Amt \$ _____ Date _____

_____ Acknowledgement Received _____

_____ Refund received Amt \$ _____ Date _____**2) Tribunal Application Assemble Required Information/Papers**

_____ Hard & soft copies of Tenancy Agreement

_____ Hard & soft copies of latest rent records

_____ Hard & soft copies of Invoices or Quotes for costs being reclaimed

_____ Hard & soft copies of correspondence leading to application

_____ Copies of breached remedy agreements, if any

_____ Hard copies of Tenants' (debtors') application records and diary notes

_____ Hard copies of photographs assembled to prove claim

_____ Tribunal application sent Date _____ (Must be sent within two months of termination date)

_____ Application No. _____ Receipt No. _____

3) Tenancy Tribunal Process

_____ Tribunal / Mediation notification received Date _____

_____ Tribunal / Mediation hearing Day _____ Date _____ Time _____

_____ "Judgment order" Received AND printed Date _____

_____ Bond refund paid (if attached to Judgement order) Amt \$ _____ Date _____**4) Enforcement of Judgement order**

_____ Debtor's current "address for service" _____ -

_____ **IF** address is unknown - applied for "confidential Address" from COURTS or MBIE Date _____

_____ Letter confirming new address is found . Date _____

_____ Debtor's Income provider's contact _____

_____ **IF** unknown, Applied for "**Financial Assessment Hearing**" (\$180 fee) Date _____

_____ "Financial Assessment Hearing" confirmed Date _____. Time _____

_____ **IF** employer is unknown "Financial Assessment Hearing" applied for Date __________ Applied for "**Attachment Order**" or **Possession Order** (from debtor or guarantor). Date _____

_____ Payments commencement Date _____

_____ Debt Paid Date _____

_____ IF repayments are not successful, reapply (from 4) within 6 years.
