

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.

