



**ADVANCED**  
COLLECTION BUREAU, INC.

## COLLECTION CHECKLIST

Phone (321) 633-4999 Toll Free (877) 928-9289 Fax (321) 802-2785  
advancedcb.com PO Box 560063 Rockledge, FL 32956

**PROPERTY NAME:** \_\_\_\_\_

**FORMER TENANTS NAME:** \_\_\_\_\_

**TENANTS FORWARDING ADDRESS :** \_\_\_\_\_

**MOVE OUT DATE:** \_\_\_\_\_ **BALANCE DUE:** \_\_\_\_\_

### PLEASE INCLUDE COPIES OF THE FOLLOWING DOCUMENTS:

FULL LEASE WITH ALL NECESSARY SIGNATURES

APPLICATIONS FOR EVERYONE WHO SIGNED THE LEASE

SSN & DATE OF BIRTH

COPY OF ID'S

ITEMIZED LIST OF ALL CHARGES (LEDGER)

COPY OF STATEMENT OF DEPOSIT

GUARANTOR APPLICATION, IF APPLICABLE

ROOMMATE RELEASE FORMS, IF APPLICABLE

JUDGMENT DOCUMENTS, IF APPLICABLE

EVICTON DOCUMENTS, IF APPLICABLE

RENTAL ASSISTANCE VOUCHER, IF APPLICABLE

**ADDITIONAL NOTES:**

Email to: [Newbiz@advancedcb.com](mailto:Newbiz@advancedcb.com)

Initial and check to affirm you are assigning to ACB, Inc. to collect  
\_\_\_\_\_ on your behalf