

**Douglass & Associates Co., L.P.A.**

4725 Grayton Road Cleveland, OH 44135-2307

Tel: 216-362-7777 Fax: 216-362-4160

**I. ACCOUNT INFORMATION**

Company \_\_\_\_\_ Division \_\_\_\_\_ Acct/Invoice # \_\_\_\_\_  
Date of Loan/Contract \_\_\_\_\_ e-mail \_\_\_\_\_  
Company Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Legal Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**II. DEBTOR INFORMATION**

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ e-mail \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_  
Zip \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
Bank Account # \_\_\_\_\_ Branch \_\_\_\_\_  
Spouse/Co-Debtor \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Phone # \_\_\_\_\_ Address \_\_\_\_\_

*Date & Type of Account (mark applicable designation)*

\_\_\_\_ Cognovit Note    \_\_\_\_ Guarantor    \_\_\_\_ Unsecured Loan    \_\_\_\_ Lease    \_\_\_\_ Other  
\_\_\_\_ Promissory Note    \_\_\_\_ Secured Loan    \_\_\_\_ Contract    \_\_\_\_ Open Account

If account is secured, list collateral and, if applicable, volume/page and date of filing and county where filed

Summary of efforts to collect \_\_\_\_\_

Is there a personal signature or guarantee?    \_\_\_\_ Yes    \_\_\_\_ No    If yes, list  
Name of Guarantor \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Address of Guarantor \_\_\_\_\_

Original principal balance \$ \_\_\_\_\_    Daily interest charge \$ \_\_\_\_\_  
Total payments received \$ \_\_\_\_\_    Accumulated interest charge \$ \_\_\_\_\_  
Current principal balance \$ \_\_\_\_\_    Annual percentage rate \_\_\_\_\_  
Last payment received on \_\_\_\_\_    Date for which payment is due \_\_\_\_\_