



CUSTOMER SERVICE FOR YOU

MAIL:

Fidelity Information Corporation
PO Box 49938
Los Angeles, CA 90049

PHONE:

800.845.1086

FAX:

310.230.0021

*If faxing, # of pages (including this cover) _____
Please send only one (1) new file per fax transmission*

New File Submission Form – PLEASE PRINT CLEARLY

Your Client ID & Name: _____

Tenant(s) Responsible: _____
(include cosigners if
they are responsible too) _____

Rental Address: _____
(street address & apt #)
(city/state/zip) _____

Forwarding Address: _____
(if known)
(city/state/zip) _____

Current Phone #: _____
(if known & area code)

Amount Due : \$ _____

Date Tenant Vacated: _____

SUBMIT THIS FORM PLUS THE FOLLOWING:

For SKIPS or MOVE OUTS:

- Lease / Rental Agreement &
- Rental Application &
- Move-Out Statement / Ledger / Breakdown of charges &
- Any personal information on tenant (copy of Driver's License, SSN card cancelled checks, etc.)

For MONEY JUDGMENT:

- If you received possession only, please see **SKIPS or MOVE OUTS**
- Court Awarded money judgment &
- Any personal information on tenant (copy of Driver's License, SSN card cancelled checks, etc.)

CUSTOMER SERVICE FOR THE PERSON(S) OWING YOU MONEY:

PO Box 49938
Los Angeles, CA 90049-0938
Phone: 800.501.8085