

# Instructions to process step 3 & step 4



## Step 3

Step 3 Services ▼				
Risk Assessment Received				
Date sent to process				
Landlord name				
LI email	LL tel			
Agent name	Main contact	landlord	agent	both
Agent email	Agent tel			
Tenant name				
Property address	Postcode			

## Debt Recovery Additional Information

Step 4 Services ▼				
Defendant				
Date of birth	NI number			
Employer details				
Address relating to claim	Postcode			
New address	Postcode			
Mobile number	Email			
Amount of debt				
Additional notes/instructions:				