

**ACTION
AUTO
RECOVERY**
SINCE 1967

— **Southern California Repossession & Skip Tracing Experts** —

www.RepoBiz.com / action@repobiz.com

State License RA 641

Serving: Los Angeles, Orange, Riverside, San Bernardino & San Diego Counties

Please Release Collateral back to our Customer

From - Financial Institution Name: _____

Financial Institution Customer Name: _____

Vehicle Year, Make & Model: _____

Full VIN or last 8: _____ Account number: _____

Our customer listed above has taken care of their responsibilities and may redeem their vehicle from you. We have instructed them to call your transportation department at (800) 421-5528 so you may explain the redemption procedure and your business hours.

Please collect on our behalf from our customer the following before releasing our collateral:

____ Your Recovery fee:

____ Outstanding balance of: _____ by certified check payable to our company.

Please fax us from our customer the following documents before releasing our collateral:

____ Copy of current DMV registration.

____ Copy of current Insurance.

____ Copy of our customers current valid Drivers Licenses.

____ Other: _____

Please bill us the following:

____ Your Recovery Fees.

____ Our customers Vehicle Storage Fees.

____ Our customers Personal Effects Storage Fees.

____ Other: _____

Please instruct our customer to pay the correct police department the \$15.00 repossession call in fee / filing fee, and make a copy of the receipt for your files.

Thank you,

Your Name: _____ Date: _____

Direct Phone Number: _____ Email: _____

Signature: _____

Please sign & date above and fax to us at: (562) 989-1414