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Collection Services Information

When it comes to Landlord representation, no law firm places a higher value on the interests of its clients and continually strives to improve and deliver the best and most effective landlord client advocacy than Hopkins Tschetter Sulzer (HTS). That is what has made HTS the number one Landlord Firm in Colorado. We now bring that same level of commitment to excellence in service, efficiency and results to our Landlord Recovery/Collection Services.

When a tenant leaves a property owing money, HTS is well equipped to collect amounts owed. As attorneys we answer to a higher ethical authority than collection agencies. Although law firms and collection agencies have the same collection tools of writing letters and making calls available to them, the key difference is how these tools are strategically used. Our law firm can do these things for you plus much more. We can also file suit, obtain a judgment and then obtain payment on that judgment by means of post-judgment procedures such as bank and wage garnishments, and liens on real property. Because agencies have to hire and turn files over to an attorney for suit when letters and calls do not deliver results, there is a general reluctance for collection agencies to refer matters for suit. This results in agencies working accounts for months and even years to avoid turning it over to a law firm and having to pay additional attorney fees. HTS recognizes that every delay in collecting a debt makes it more difficult to successfully pursue your debtor and collect your money. We do not pick and choose the easy cases to collect. To maximize recovery, we will expeditiously continue collection efforts to recover your debt.

Our team of experienced legal collection professionals recognizes that time is money, and they are dedicated to the recovery of outstanding debts, quickly, efficiently and amicably. In addition to post-move-out collections, HTS offers the option of a combination eviction/collection case ("Combo Case")* that saves time and costs. In a Combo Case the initial eviction complaint contains a claim not only for possession of the property, but for money damages as well. Our office attempts to obtain personal service during the eviction phase of the case, so that once the final amount of money damages is determined after move out, we can request the Court enter a money judgment. Because we can request a money judgment very shortly after the tenant vacates the property, no additional filing fees are expended for a separate collection lawsuit.

While the eviction cases continue to be handled on the normal flat fee basis, our collection matters are handled on a contingent fee arrangement. The fee percentage is based on the annual dollar amount placed for collection. Attorneys are ethically prohibited from absorbing costs expended in litigation. Therefore, actual costs expended will either be deducted from a cost retainer you have deposited with our office or invoiced monthly, depending on your billing history with the firm. These costs include but are not limited to court filing fees, process server fees, skip tracing, asset location services and other court fees. The estimated costs of a case through the first garnishment are approximately \$300 in county court and \$500 in district court cases that are over \$15,000.

Many debtors are accustomed to receiving dunning letters from collection agencies, but when faced with the real possibility that a local law firm may commence a legal action against them, they may be more motivated to get the matter resolved. Throughout the collection process, we advise the debtor that it may be possible to establish a payment arrangement to avoid future legal action. Our skilled collection professionals utilize state-of-the-art technologies and collection software to assure the best possible results for our clients.

Why hire two firms when one will do? Not all firms that handle landlord-tenant litigation also handle collections. Our Firm does both. We handle eviction/unlawful detainer proceedings as well as collect on judgments obtained in breach of contract/lease agreements. If a tenant owes you money for any reason that arose out of a landlord-tenant relationship, Hopkins Tschetter Sulzer can help you obtain a judgment and collect what you are owed. Additionally, we have the ability to combine your Eviction and Collection into a single case. This seamless transition from Eviction to Collection can save you time and money, and in some cases, make it much easier to expeditiously collect your debt. HTS is able to provide clients with the unique convenience of one-stop shopping for all your collection and litigation needs.

We have attached a flowchart of the legal collection process to provide additional information. Please let me know if you have any questions about our collection fees, policies, services or professional staff.

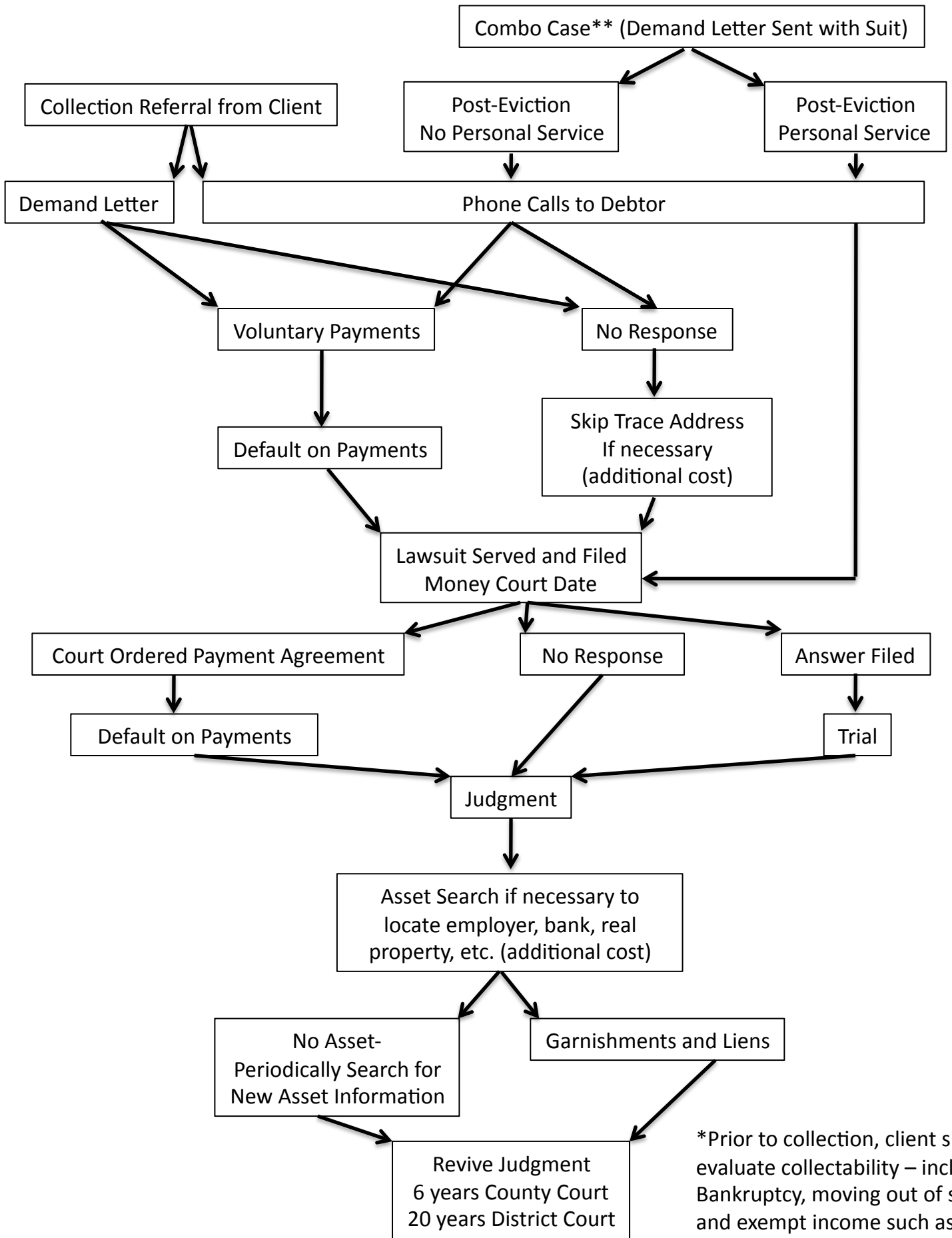
Very Truly Yours,

A handwritten signature in black ink, appearing to read "Stacy D. Stein". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Stacy D. Stein
Hopkins Tschetter Sulzer, P.C.

*Subject to client eligibility

PRE-LEGAL AND LEGAL COLLECTION PROCESS*



*Prior to collection, client should evaluate collectability – including Bankruptcy, moving out of state, and exempt income such as SSI, retirement, welfare, etc
 ** Subject to client eligibility

POTENTIAL COLLECTION CLIENT INFORMATION SHEET

If you would our Collection Department to contact you about becoming a client,
please fax completed form to 303.865.7829*

Date: _____

PROPERTY OWNER/CLIENT NAME FOR PLEADINGS

PRIMARY PHONE Cell Work Home

EMAIL (you will receive our monthly newsletter and other correspondence)

FAX NUMBER

OTHER EMAIL

SECOND PHONE NUMBER Cell Work Home

COMPANY NAME (If Property is managed by Company or LLC)

COMPANY PHONE IF DIFFERENT FROM OWNER

PRIMARY CONTACT

PRIMARY CONTACT PHONE IF DIFFERENT

2ND CONTACT

2ND CONTACT Cell Work Home

BILLING CONTACT NAME IF DIFFERENT

BILLING CONTACT PHONE

BILLING ADDRESS

CITY

ZIP CODE

Any Additional information we should know? _____

How did you hear about our firm? _____