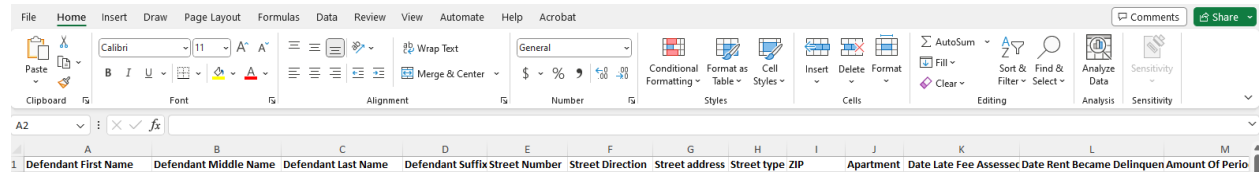


Hello,

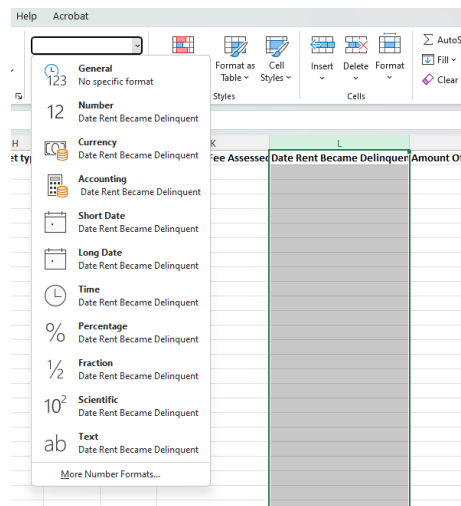
When filling out the Non-Payment Notice Spreadsheet, there are a few things that may cause problems with trying to input them into the database. With this document, we hope to create a reference point for you to refer to if you ever get confused when trying to fill out the spreadsheet. Please see below for information on how to fill out each column:

### **Changing the Format:**

To change the format of a cell, it is located at the top of the screen with the “Home” tab.



Under the word “Acrobat”, there is a box that currently says “general”. To change this, just click on the box and select the format that you would like to change the cell to. To change the format of an entire column, select the column by clicking on the letter, then change the format.



### **Defendant First/Middle/Last Name/Suffix:**

Within these columns, please list the tenant’s name that is listed on the lease and ledger. If the names do not match what is on the lease, the courts will reject the filing and a new notice must be reserved. If there is more than one person listed on the lease and ledger, please only put one of the names on the spreadsheet. When we file with the courts, the complaint will list the tenants name and state “And All Other Occupants”. For example:

| Defendant First Name | Defendant Middle Name | Defendant Last Name | Defendant Suffix |
|----------------------|-----------------------|---------------------|------------------|
| Scott                | M                     | Clark               |                  |

### **Street Number/Direction/Address/Type/ZIP/Apartment:**

Due to the way that the database is set up, all words must be spelled out or the database will not recognize the address. For example, if the address was **4222 E Thomas Rd, Suite 230, Phoenix AZ 85018**, then in the spreadsheet it would look like this:

| Street Number | Street Direction | Street address | Street type | ZIP   | Apartment |
|---------------|------------------|----------------|-------------|-------|-----------|
| 4222          | East             | Thomas         | Road        | 85018 | 230       |

**Date Late Fee Assessed/Date Rent Became Delinquent:**

When listing the dates that the rent became delinquent and the late fees assessed, please put the dates in the short date format. If the **rent became delinquent in the month of August**, and the late fees assessed on the **fifth of every month**, then the spreadsheet would look like:

| Date Late Fee Assessed | Date Rent Became Delinquent |
|------------------------|-----------------------------|
| 8/5/2023               | 8/1/2023                    |

**Amount Of Periodic Rent/Current Amount Due/ Past Amount Due/Late Fees:**

The “Amount Of Periodic Rent” column is for the amount that the tenant pays for rent only. Whereas the “Current Amount Due” is for the total amount that the tenant owes for that month only. This would include rent, utilities, and **any other charge other than the late fees and the legal notice fee**. The “Past Amount Due” column is for **any amount that the tenant owes prior to the month that you are requesting a notice**. Then, only list the late fees that are charged for the month that you are requesting the notice. In the August example listed above, the only charges list in the “Current Amount Due” would be charges that were charged in August. But the “Past Amount Due” column would be very any remaining balance prior to the month of August. Any late fees that are charged in the month of August would be listed in the “Late Fees” column. When listing the amounts, please ensure that the amounts listed are in the “Number” format. This is so the database can recognize the values.

**Last Payment Date/Last Payment Amount:**

The “Last Payment Date” should be listed in the same “Short Date” format that the previous dates would be listed. Similarly, the “Last Payment Amount” column should be in the same “Number” format that the previous amount was in. If a tenant’s last payment was on July 31<sup>st</sup>, 2023, for \$1000, then the spreadsheet would look like:

| Last Payment Date | Last Payment Amount |
|-------------------|---------------------|
| 7/31/2023         | 1000.00             |

**Full Example:**

| Defendant First Name | Defendant Middle Name | Defendant Last Name | Defendant Suffix | Street Number | Street Direction | Street address | Street type | ZIP   | Apartment |
|----------------------|-----------------------|---------------------|------------------|---------------|------------------|----------------|-------------|-------|-----------|
| Scott                | M                     | Clark               |                  | 4222          | East             | Thomas         | Road        | 85018 | 230       |

| Date Late Fee Assessed | Date Rent Became Delinquent | Amount Of Periodic Ren | Current Amount Due | Past Amount Due | Late Fees | Last Payment Date | Last Payment Amount |
|------------------------|-----------------------------|------------------------|--------------------|-----------------|-----------|-------------------|---------------------|
| 8/5/2023               | 8/1/2023                    | 2500.00                | 3200.00            | 1600.00         | 25.00     | 7/31/2023         | 1000.00             |

We hope this helps, but if you have any questions or if there is anything that we can do to help; feel free to reach out at any time.

Thank you,

Clark & Walker Team

1-877-957-7877

[nvoffice@clarkwalker.com](mailto:nvoffice@clarkwalker.com)

[www.clarkwalker.com](http://www.clarkwalker.com)