



The Baldwin Company

Professional Investigative and Auto Recovery Services

Close Case Assignment Notification

FAX to: 916-635-6063 or 916-635-2924

www.TheBaldwinCompany.com

Badwin.Repo@gmail.com

Financial Institution Name: _____

Debtor—Customer Name: _____

Vehicle Year: _____ Make: _____ Model: _____

VIN #: _____ Account #: _____

The above listed assignment is now CLOSED until further notice.

This assignment is now CLOSED due to:

- Our customer has paid.
- This assignment is being sent to our in-house skip tracing department.
- Our vehicle was located outside of your coverage area.
- Our vehicle was located and deemed worthless.
- Our vehicle was located and Impounded at: _____
- This assignment is being handled by our insurance company.
- We are turning this assignment over to our legal department.
- Recovery time has expired in accordance with our company policy.
- Other: _____

We understand if this notification is outside your normal business hours Monday thru Friday 8:30 a.m. to 5:00 p.m. Pacific Time, we will fax this CLOSED letter to your office and call your after hours emergency phone number at: 916-997-3668. We understand after hours holds are not guaranteed until the next business day.

Thank you,

Your Name: _____ Date: _____

Direct Phone Number: _____ Email: _____

Authorized Signature: _____

Toll Free: 800.222.7864 - Fax: 916.635.6063 Email: Baldwin.Repo@gmail.com
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PLEASE PRINT AND FAX THIS FORM

