

RECORD OF CONVERSATION (FOR DEBT RECOVERY) FORM

Applicant Details

Property Owner's Name: _____

Company: _____

Property No: _____

Property Address: _____

Property Owner's Phone No: _____

Property Owner's Mobile No: _____

Property Owner's Email: _____

Name of person(s) contacted or in contact with you

Name: _____

Person's Phone No: _____

Person's Mobile No: _____

Person's Email: _____

Rates	Water	Debtors	TOTAL
\$	\$	\$	\$

Subject(s) of conversation: _____

Summary of conversation: _____

Action to be taken (specify steps and the individual's response): _____

Name of person documenting conversation	Signature	Date