

## INSTRUCTIONS & GUIDELINES

This form should be used when:

- You have an Unsecured Note (a note that has no stated collateral);
- The Unsecured Note has no value because the Note is uncollectible (the borrower cannot or will not repay the loan).

Be sure you have filled out all of the sections and attach a separate "Addendum A" sheet with your signature if more space is needed to document your attempts to collect.

- Include any supporting documentation which may prove collection efforts taken.
- An asset removed from inventory will be distributed with a value of \$1.00.

Note: Use *Fair Market Valuation Form* for secured notes.

## SUBMISSION OPTIONS

### OVERNIGHT:

Equity Institutional  
Attn: Key Accounts  
1 Equity Way  
Westlake, OH 44145

### REGULAR MAIL:

Equity Institutional  
Attn: Key Accounts  
P. O. Box 451159  
Westlake, OH 44145

### FAX:

440-365-1444

### BY E-MAIL:

KeyAccounts@EquityInstitutional.com

## CONTACT INFORMATION

### PHYSICAL ADDRESS:

Equity Institutional  
Attn: Key Accounts  
1 Equity Way  
Westlake, OH 44145

### WEBSITE:

[www.EquityInstitutional.com/k](http://www.EquityInstitutional.com/k)

**For assistance, please contact a Client Service Representative at:**

### PHONE:

866-958-9054

**Or E-mail questions to:**

### E-MAIL:

KeyAccounts@EquityInstitutional.com

**DO NOT FAX OR MAIL THIS COVER PAGE**

**INVESTMENT PRODUCTS: NOT FDIC INSURED - NO BANK GUARANTEE - MAY LOSE VALUE**

**1 ACCOUNT HOLDER INFORMATION**

ACCOUNT HOLDER NAME	ACCOUNT NUMBER
EMAIL ADDRESS	

**2 DESCRIPTION OF DEBT**

INVESTMENT REFERENCE NUMBER	DATE THAT DEBT BECAME DUE	FACE VALUE \$
DESCRIPTION OF DEBT		
NAME OF DEBTOR		SOCIAL SECURITY NUMBER OF DEBTOR
Remove investment from my inventory <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, the asset will be distributed with a value of \$1.00.</i>		

**3 SUPPORTING EXPLANATION OF UNCOLLECTIBLE DEBT**

Please list below the efforts you have made to collect the debt and the result of each effort. If more lines are necessary, attach a separate sheet titled "Addendum A" and be sure it is signed by Account Holder. For example, you could show that the borrower has declared bankruptcy, or that legal action to collect would probably not result in payment of any part of the debt.

	Date	Description of effort to collect, result of effort and supporting information.
1.		
2.		
3.		
4.		

**IF MORE LINES ARE NECESSARY** list additional documents on a separate sheet titled "Addendum A". Check here ☐ if attached.

**4 NOTARY SIGNATURE**

State of _____ County of _____  I certify that I am the owner of the above-referenced account and that the account holds the note described in Section 2 above. I certify that I have made or caused to be made the efforts stated in Section 3 above to collect the note. I further certify that the information contained herein is true and accurate.  _____ Account Holder Signature Date  Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, 20 _____.  <b>X</b> _____ Notary Signature Date	Seal of Notary Public
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