



Master Recovery Agency & Towing Inc

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Hold or Close Assignment Notification

Date: _____ Account: _____

Register Owner: _____

Year: _____ Make: _____ Model: _____

Vin. # _____ Plate: _____ Color: _____

This assignment is on HLOD due to:

- We have a promise for payment on: _____ in the amount of \$ _____
- Please Re_Open this assignment on date: _____ if you do not hear from us .
- Vehicle has been impound; hold until we can provide you the necessary paper work.
- Our skip tracing department is working to provide you with more new information.

This assignment is CLOSE due to:

- We are returning this assignment over to our legal department.
- Vehicle was voluntary surrender back to us.
- Our customer has paid in full past due amout.
- Vehicle has been repossess by other repo company or located outside your coverage area.

We understand if this notification is outside your normal business hours Mon. thru Fri. 9am to 5pm Pacific time, we will fax this Hold or Close assignment to your office and call your after ours phone number 916 517 8667. We understand after hour Hold or Close assignments are not guaranteed until the next business day or if you get hold of us.

► Authorized Signature: _____, Print Name: _____, Date: _____

Company Name: _____ Manager: _____

Address: _____

Office Ph: _____ After Hours Cell Ph: _____ Fax: _____

Thank you for your business!