

## Creditors Checklist

The Creditors Checklist will help you to see at a glance the progress you are making with each creditor. Ensure that you do not overlook anything, and make sure to keep it up-to-date.

You must identify and contact all your creditors. Include those creditors you identified as emergency debts.

If you have already contacted any emergency creditors put the date of your letter and the date of the reply in the boxes beside their details.

Keep a copy of the letters you send and the letters you receive.



Emergency Creditors



Other Creditors

## Emergency Debts

If you have already contacted any emergency creditors put the date of your letter and the date of the reply in the boxes beside their details. Keep a copy of the letters you send and the letters you receive in the folder.

### Mortgage

Name:

Account No:

Address:

Arrears £

1st letter sent

Reply received

2nd letter sent

'Offer' letter sent

Reply received

Agreement made

### Rent

Name:

Account No:

Address:

Arrears £

1st letter sent

Reply received

2nd letter sent

'Offer' letter sent

Reply received

Agreement made

### Rates

Name:

Account No:

Address:

Arrears £

1st letter sent

Reply received

2nd letter sent

'Offer' letter sent

Reply received

Agreement made

## Gas / Electricity

Name:

Account No:

Address:

Arrears £

1st letter  
sent

Reply  
received

2nd letter  
sent

'Offer' letter  
sent

Reply  
received

Agreement  
made

## Secured Loan

Name:

Account No:

Address:

Arrears £

1st letter  
sent

Reply  
received

2nd letter  
sent

'Offer' letter  
sent

Reply  
received

Agreement  
made

## Maintenance / child support

Name:

Account No:

Address:

Arrears £

1st letter  
sent

Reply  
received

2nd letter  
sent

'Offer' letter  
sent

Reply  
received

Agreement  
made

## Other Creditors

List all your other creditors in the other boxes. These might include:

- Insurance
- TV License
- Credit Cards
- Catalogues

Name:

Account No:

Address:

Arrears £

1st letter sent

Reply received

2nd letter sent

'Offer' letter sent

Reply received

Agreement made

Name:

Account No:

Address:

Arrears £

1st letter sent

Reply received

2nd letter sent

'Offer' letter sent

Reply received

Agreement made

Name:

Account No:

Address:

Arrears £

1st letter sent

Reply received

2nd letter sent

'Offer' letter sent

Reply received

Agreement made

Name:		Account No:			
Address:		Arrears £			
1st letter sent	Reply received	2nd letter sent	'Offer' letter sent	Reply received	Agreement made
Name:		Account No:			
Address:		Arrears £			
1st letter sent	Reply received	2nd letter sent	'Offer' letter sent	Reply received	Agreement made
Name:		Account No:			
Address:		Arrears £			
1st letter sent	Reply received	2nd letter sent	'Offer' letter sent	Reply received	Agreement made

Name:		Account No:			
Address:		Arrears £			
1st letter sent	Reply received	2nd letter sent	'Offer' letter sent	Reply received	Agreement made
Name:		Account No:			
Address:		Arrears £			
1st letter sent	Reply received	2nd letter sent	'Offer' letter sent	Reply received	Agreement made
Name:		Account No:			
Address:		Arrears £			
1st letter sent	Reply received	2nd letter sent	'Offer' letter sent	Reply received	Agreement made