

CERTIFICATION OF AMOUNTS CLAIMED DUE

As an employee/owner of _____, it is my obligation to review rent records and determine which tenants are in arrears and the amount of those arrears. I certify that I have reviewed the books and records we maintain regarding the rents due from the tenants identified on the attached printouts. Those records are accurate and that the amounts set forth for collection are correct amounts due. By signing this certification, I also understand that payments received from my tenant(s) are to be applied to the oldest arrears first and Novick Edelstein Pomerantz, P.C. ("Novick") will plead as same, unless payments are from DSS or specifically designated by the tenant for a specific month, in which case the client is obligated to notify Novick of same.

DATE: _____

SIGNATURE: _____

PRINT NAME: _____

PLEASE CHECK BOX IF PREDICATE LETTER WAS SENT: ***

YES

NO (**NOVICK WILL SEND THE PREDICATE LETTER FOR AN ADDITIONAL CHARGE**).