



# ML RESEARCH GROUP

\* 2322 S. McClintock Drive, Tempe, Arizona 85282 \* Toll Free (800) 253- 9022 \* Fax (480) 237-1179 \*  
\* www.mlresearchgroup.com \* inquiries@mlresearchgroup.com \*

## ***REQUEST FOR PERSONAL/MARRIED ASSET REPORT***

**IF AVAILABLE, PLEASE PROVIDE COPIES OF ANY POLICE REPORTS OR OTHER USEFUL DETAILS**

**\*\* (Asterisks indicate required fields. Please ensure all fields are completed prior to submission)\*\***

**TYPE OF TRACE(s) REQUESTED** (Pricing is dependant upon the Service Requested. Please refer to our Fee Schedule.):

Rush Service Requested?

SUPER Rush Service Requested?

Personal Asset Report

Married Asset Report

**REQUESTOR'S DETAILS:**

**\*\*Request Date:** \_\_\_\_\_ **\*\*Law Firm:** \_\_\_\_\_

**\*\*Attorney Name:** \_\_\_\_\_ **Contact/Paralegal Name:** \_\_\_\_\_

**\*\*Street Address:** \_\_\_\_\_

**\*\*City:** \_\_\_\_\_ **\*\*State:** \_\_\_\_\_ **\*\*Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **\*\*Telephone:** \_\_\_\_\_ **\*\*Fax:** \_\_\_\_\_

**\*\*Date of Loss:** \_\_\_\_\_ **\*\*Your Client/File Name:** \_\_\_\_\_

**DETAILS ON INDIVIDUAL(S)/ENTITY BEING TRACED:**

**\*\*Individual Full Name 1:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**\*\*Individual Full Name 2:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**\*\*Individual's Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

**POTENTIAL ASSET REPORT CONTENTS:**

- Personal Information - Real Property - Motor Vehicles - Corporation & Fictitious Names
- Boat Registrations - Tangible Property - Unclaimed Property - Worker's Compensation Claims
- National Liens, Judgments & Bankruptcies - National UCC Lien Filings - Professional Licenses
- FAA Aircraft Registrations - Personal Articles - Itemized Debts - Itemized Assets - Total Net Worth

BY SUBMITTING THIS REQUEST, YOU CONFIRM THAT YOU HAVE READ OUR TERMS AND CONDITIONS NOTICE (AVAILABLE ON OUR WEB SITE) AND AGREE TO THE CONTENTS THEREIN.



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### **TERMS AND CONDITIONS NOTICE REGARDING PERSONAL/MARRIED ASSET REPORT REQUEST**

#### **FEES & BILLING**

OUR TERMS OF BUSINESS are net 15 days, unless prior arrangements have been made. The fifteen (15) days begins from the date your office receives the faxed report and invoice from us. Invoices not paid within twenty (20) days are subject to a ten dollar (\$10) per day penalty, with no ceiling on the number of penalty days. Invoices not paid within ninety (90) days will result in collections actions and the pursuit of legal remedies that may be available.

FEES QUOTED on the Request Form and Fee Schedule are per report.

EXCEPTIONS TO THE SET FEES may apply in cases involving a married couple report or any reports for individuals outside of the USA. In these situations we will clearly outline any additional charges that will apply and will seek your approval in writing prior to our commencing the work.

IN SITUATIONS WHERE INCOMPLETE OR INACCURATE information has been provided to our office at the commencement of the trace, we will do our best to notify you of any additional fees that may become applicable as a result.

ALL RUSH cases are placed ahead of all NON RUSH cases, however, the RUSH fee is waived when the Requested information is not obtained or if the research has taken in excess of ten (10) business days. SUPER Rush cases are typically completed on the next business day and cannot be cancelled. RUSH fees are charged per Report Requested.

TERMINATION of a submitted Request will result in a \$100 Termination fee. Terminations or any changes to the initial Request Form must be made in writing. Verbal Requests cannot be accepted.

DISPUTES OF FEES will not be entertained.

#### **DEFINITIONS**

DATE OF LOSS shall be defined as the date provided on the Request Form. However, if a loss period is given, then the loss date shall be defined as any date during the reported loss period.

TERMINATION shall be defined as the termination or cancellation of any search or request at any point following our receipt of the request.

#### **PROCESS**

REQUESTS should be transmitted only one time and via only one means (E.g. email, fax, mail, etc.). Each Request received is assigned a unique case number and will be processed and billed individually. It is the client's responsibility to ensure that duplicative or substantially similar Requests are not submitted. Disputes of fees resultant of duplicative Requests will not be entertained.

TURNAROUND time for our research is approximately fifteen (15) business days. All results will be faxed to the client immediately upon completion of our research with an applicable invoice.

DUE TO CURRENT PRIVACY LAWS, asset information related to accounts held at financial institutions, including but not limited to banks and credit unions, are not included as part of our report.

SOME JURISDICTIONS impose restrictive access to certain Department of Motor Vehicle records related to motor vehicle ownership and driver's license information. When such information is not available it will be noted as such in the final report.

#### **DISCLAIMER**

ML Research Group uses reasonable care to obtain accurate and up to date information from sources considered reliable. It is believed that all information provided is accurate, however the ML Research Group makes no warranty or guarantee, either expressed or implied, that the information provided herein is correct, since the information has been obtained from supplementary sources. You should not make a decision to proceed based solely upon the information provided herein, but should also use reasonable care and utilize other sources of information that are available to you in order to make your decision as to how to proceed.