



**Flipped Finances**  
Flip Your Finances And Flip Your Life

# 12 EASY STEPS

## To Repair Your Own Credit



The 12-Step Approach  
To Picture Perfect Credit

Disclaimer: This is a white label book and cannot be copyrighted by the purchaser.

# Part One

# INTRODUCTION



## What Is Credit Repair

No doubt you are wondering "what, exactly, is credit repair?". First, let me tell you what it is not. Credit repair is not a fix all. It takes time and effort, but under many laws and regulations, such as the Fair Credit Reporting Act (FCRA) and Fair Debt Collection Practices Act (FDCPA), you have rights you probably don't know about and your creditors pray you never find out about. Credit repair is the process of removing erroneous, outdated or unverifiable information from your credit report. There are regulations in place to protect you against mistakes in your report and harassment from creditors.



## The Regulations

The Fair Credit Reporting Act (FCRA) is a very specific regulation enacted to ensure that consumer credit files ONLY report true and accurate information. The FCRA closely regulates what the credit bureau can and cannot do and yet 1 in 5 Americans have multiple mistakes on their report, or the information is simply unverifiable. The credit bureaus have limited time frames to conduct investigations when you request them, and they often fail, at which point, the FCRA demands they remove the item. Similarly, the Fair Debt Collection Practices Act (FDCPA) protects you against misreporting and harassment from creditors. The FDCPA provides a long list of behaviors considered unacceptable by creditors, as well as the consequences for those actions when/if the creditors cross the line. You can leverage your rights under these two major regulations and several others to repair your credit and give you peace of mind.





## WHAT YOU NEED

Manila Folders

Calendar or Calendar App

Creditor List (page...)

Double Window Envelopes

Certified Mail Tags

A Printer

## LABEL YOUR FOLDERS

Credit Reports Folder 1 - In this folder you will put your 3 bureau reports only.

Miscellaneous Folder - You can store letters and responses sent in regards to inquiries and personal info correction in this folder.

Equifax Reports - Put the reports you get from Equifax when they respond to letter in this folder.

Experian Reports - Put the reports you get from Experian when they respond to letter in this folder.

Transunion Reports - Put the reports you get from Transunion when they respond to letter in this folder.

Bureau Set 1 - You will dispute 5 accounts with the bureaus at one time. Store this first set in one folder. It will include your letters, and their responses.

Bureau Set 2 - (next 5 creditors)

One For Each Creditor - if the account is not removed after your first letter to the bureau. Set up a folder for the individual creditors. You will store the letters you write to them, and their responses in their own folder.





## Ethical Credit Repair

Before getting started, we would like to remind you that credit repair is legal and ethical only when you are attempting to correct mistakes on your file or remove items that are erroneous or do not belong to you. We do not endorse using these methods to remove real and accurate information from your credit file. These methods can and have been abused and accurate files removed. That would be unethical and illegal and we know you're not going to do that, right? RIGHT! It is also important to note that even though you may be able to remove items from your report, removing them does not mean you do not owe them. We recommend reaching out to the creditors for a settlement offer once removed to reduce the chances they will sell to another collection agency and report it again later. That said, please enjoy this book responsibly and watch your scores grow. Good luck! Go Get 'em!



## Getting Organized

Before the first dispute letter goes in the mail to the bureaus, you **MUST** be set up and organized. Credit repair involves a system of recording, tracking and storing correspondence. There are important dates to watch for, and deadlines the creditors and bureaus must adhere to, and when they do not, you can sue for thousands. Effective credit repair relies on your correspondence and your proper record keeping. The laws only give bureaus and creditors so long to respond to your inquiries, however it's equally important that you respond in a timely manner as well. Plus, it makes it so much easier to find what you need when you need it!



# Part Two

# THE LAWS

## Consumer Law

Consumer law encompasses the mass of laws and regulations set forth by various government agencies to protect consumers from unfair and/or predatory practices. In the case of credit repair, the most important applicable regulations and laws are the Fair Credit Reporting Act, the Fair Debt Collection Practices Act and the Fair Credit Billing Act. Let's discuss those regulations together.

### Fair Credit Reporting Act

Passed in 1970, the Fair Credit Reporting Act (FCRA) was intended to regulate the collection, recording and access to consumer's credit files. It has strict standards the credit reporting agencies (CRA's), mainly the 3 Credit bureaus, Experian, Equifax and Transunion, must follow. The bureaus sell this information to financial institutions in order to measure your lendability risk. The FCRA demands that the information reported on your credit report be accurate and verifiable. If it is not, the FCRA requires the CRA's to remove the accounts.

### Fair Debt Collection Practices Act

Passed as an amendment to the Consumer Protections Act in 1977, the Fair Debt Collection Practices Act was put in place to protect consumers from the abusive actions by debt collectors.

### Fair Credit Billing Act

Passed in 1974, the Fair Credit Billing Act was enacted to protect consumers against shady billing tactics.



## Part Three

# UNDERSTANDING YOUR REPORTS



## Credit Reporting Agencies

These are the companies we will go up against for credit report correction.

A Credit Reporting Agency (CRA) is any company that collects and records information sent to them by lenders and other financial institutions for the purpose of recording and maintaining a record of a consumer activity. The Three main CRA's are also known as the Credit

Under the Fair and Accurate Credit TRansactions Act, you can RECEIVE and review your

## Breaking Down Your Credit Report

What IS and ISN'T on your credit report.

### IS on your report:

Personal Identifiers

Public Records

Inquiries

Credit Accounts

Collection Accounts

### Not on your report:

Your income

Your Bank Accounts

Your Credit Score





## Personal Information

**This section of your report contains your personal identifiers.**

The personal information section of your report includes your name, date of birth, social security numbers, addresses, phone numbers and employers that have been reported to the bureau through your creditors.

This section often contains errors, some are innocent, but serious errors can be a sign of identity theft. You should monitor this section closely and keep it updated.

It is widely believed that if you remove old addresses, some accounts (the ones reporting under an old address) may be removed quicker through the bureaus automated dispute program.

To remove or correct personal information, see the index on the next page.

**These can be found on your reports under the section labeled “inquiries”**

**Removing inquiries from your report can increase your score by several points per removal. Before we get into how to do that, let us first discuss what inquiries are, and the differences between a hard inquiry and a soft inquiry.**

### Hard Inquiries

When you apply for credit, a prospective lender may pull your credit to evaluate your credit worthiness. This may be when you apply for a loan, a mortgage, a car, a credit card, or other credit related purchases. An entry will be added to your credit file listing the lender's information who pulled your file and will affect your score minimally but negatively.

Inquiries only remain on your report for 24 months. After 12 months, they are no longer damaging your score. After 6 months, they are barely affecting your score. If you are going to dispute an inquiry, it is only worth your time and postage to go after inquiries that are less than a year old.

A lender **MUST** have a permissible purpose, and your permission to pull your credit file in a hard inquiry.

### Soft Inquiries

Soft inquiries provide the same information, but a lender does not need permission to pull the report and it will not affect your credit or appear on your file. These are usually done for promotional purposes or account reviews.





22

5736

13

6

8113

6823

36

7

9125

1372

23

7945

23

8

0

4520

9

2328

24

1036

346

10

4336

25

8113

5

11

5414

26

9125

34

12

6587

56

13

7623

13

14

1489

36

15

1527

23

16

7467

45

31

1813

36

32

2946

3

33

1056

5

34

1132

72

35

1211

89

36

1356

27

37

1491

## Public Record

These can be found on your reports under the section labeled "public record"

Public records are collected by third party information sellers who scrape the public records systems and sell the information to the bureaus. These items are possible to remove through various methods explained later in the book.

## Items found listed in your public records:

Bankruptcies

Liens

Judgements





## Account History

The account history section of your credit report holds all the accounts reported by your lender or collection agencies. This is where you will begin to search for mistakes. The two main type of accounts are "Credit Accounts" and "Collection Account".

### Credit Accounts

Credit accounts are the accounts (positive or negative) that are being reported directly by your lenders. They will list:

Lender's Name

Partial Account Number

Date Opened

Account Type

Date of Last Payment

Date Last Reported

Date of Last Activity

Amount Owed

Pay Status (Current/Late)

Credit Limit

High Credit

Payment History

### Collection Accounts

Collection Accounts are account either sold to or placed with a third party for collection by the original creditor/ lender. They will list:

Agency Name

Partial Account Number

Date Opened

Account Type

Date of Last Payment

Date Last Reported

Amount Owed

Sometimes they will list the name of the original creditor, but occasionally, you will need to contact them.





## What Is A Credit Score

Your credit score is a numeric value assigned to your credit file to rate your credit worthiness. This system consists of a complex algorithm created by companies such as FICO and Vantage Scores. Every credit file is like a fingerprint and since no two are the same, credit scores can vary wildly. Each credit bureau also records and stores information independently, and may even have different information resulting in scores that vary between bureaus.





## Understanding Your Score

Your credit score is divided into 5 categories. Each category weighs against your overall score. These are:

35% Payment History

30% Credit Utilization

15 % Credit Age

10% New Credit

10% Credit Mix

### Payment History

Payment history is the most important factor influencing your credit score. In fact, it influences up to 35% of your score and according to FICO one late payment can drop your score up to 90-110 points. Credit accounts will report your payments to the bureaus each month. The later you are on your payments (30,60,90,120 days) the more your score will drop.

### Credit Utilization

Credit utilization and debt to income ratio comprise another 30% of your credit score. This section takes into account the percentage of your overall revolving account utilization (percentage of your credit limits used) and percentage of instalments still owed vs. income.

### Credit Age

Also known as length of history, credit age accounts for 15% of your score and takes into consideration your oldest account, age of certain accounts, and when the account was last used.

### Credit mix

10% of your score is your mix of accounts. Generally speaking, it's good to have at least one of each: Revolving, Installment, Retail, Auto and Mortgage.

### New Credit

Bureaus also look at how many of your accounts are new accounts, 10% of your score is affected by these types of accounts. New accounts will lower your average account age, which will have a larger effect on your scores if you don't have a lot of other credit information. Even if you have used credit for a long time, opening a new account can initially lower your scores, but building positive payment history on those accounts right away should bring your score back quickly and in the long run provide you a higher score.





## Verification Vs. Validation

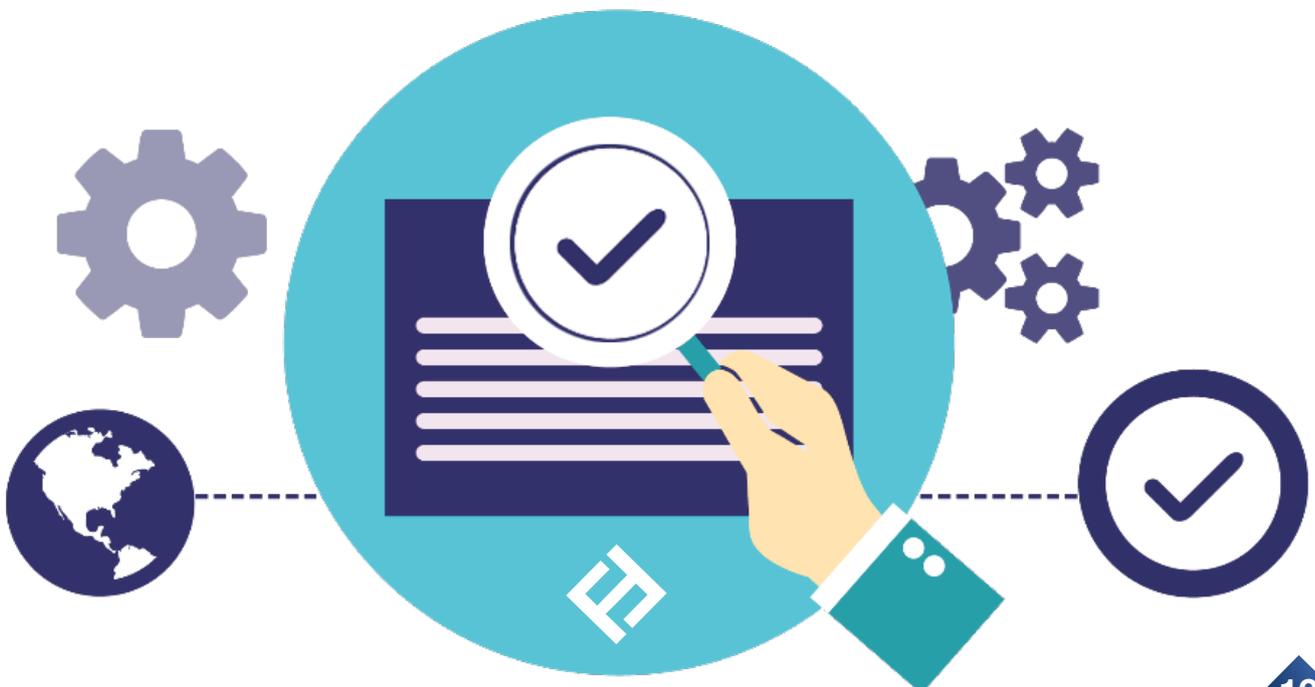
Now that you have a better understanding of what is on your credit report, let's discuss the two ways to combat incorrect, erroneous and unverifiable information.

### The verification process is done directly with the Credit Bureaus

Verification is done by the bureau when they check to see if the information listing on your credit file is the actual information the furnisher reported. The Fair Credit Reporting Act lays out some very specific sets of regulations the bureau is required to follow when verification is requested. When they do not follow the regulations, they are required to remove the report from your file, so we can leverage this to remove incorrect, erroneous and unverifiable information.

### The validation process is done directly with the Creditors.

Validation is the expectation that the creditors are going to have to prove that you actually owe the debt. They will often send you a copy of the bill, but a bill doesn't mean you opened the account or agreed to the responsibility of the debt. They must provide you with a contract from the original creditor or some equally iron clad proof that you agreed to the debt. If they do not, or cannot provide this, then they are required to remove the file from your credit report.



# Part Four

## 12 STEPS TO REPAIRING YOUR CREDIT

### STEP ONE - OBTAIN A CREDIT REPORT

In order to begin the credit repair process, you must first obtain a copy of your credit report.

The Fair Credit Transactions Act of 2003, gives you free access to your credit report once a year. You can get a copy of this by going to [www.annualcreditreport.com](http://www.annualcreditreport.com). Since this is only accessible once, you will also need to sign up for a credit monitoring service that gives you a 3 bureau report each month.

**Simplify your document process: Get your CREDIT SCORE and CREDIT REPORT from the same website available from our affiliate here:**

### STEP TWO - BREAK DOWN YOUR ACCOUNTS

Before Sending your first letter, break down the accounts listed in your account history and record them.

On the next several pages, you will find worksheets to help you analyze and review your reports. Use these worksheets to record information from your reports. Later you will use this information you have collected to form your dispute letters for both the credit bureaus and your creditors.





## Your Personal Information

Review Your credit report and list all negative accounts here.

This is the information you will include in your DISPUTE letters.

1. Are there names you do not recognize?
2. Are there other dates of birth?
3. Is your Social Security Number correct?
4. Are the erroneous/old addresses listed?
5. Do you want your phone number listed?

What names need to be deleted:

- 1.
- 2.
- 3.
- 4.

What DOB's need to be deleted:

- 1.
- 2.
- 3.
- 4.

What Social Security Numbers need to be deleted:

- 1.
- 2.
- 3.
- 4.





What addresses need to be deleted:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

What phone numbers need to be deleted:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.





## Your Inquiries

Review Your credit report and list all inquiries that are less than 12 months old here

**CREDITORS**

**DATE REPORTED**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	





## Your Negative Accounts

CREDITOR

Acct#

DOLP

AMT

OWED

DLR

1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					





## STEP THREE - CORRECTING PERSONAL INFORMATION

Send The Corresponding Letters from the Letter Index on Page 74 to correct personal information.

	To Whom	When
Letter #1	Credit Bureaus	Day 1
Sometimes the bureau will respond and try to tell you that you need to correct the addresses that are associated with accounts on your file and they should be updated by the furnisher. This is simply not true. Send Letter # 2!		
Letter #2	Credit Bureaus	When Letter # 1 Does not result in removal

## STEP FOUR - INQUIRY REMOVAL

Send The Corresponding Letters from the Letter Index on page 74 to remove inquiries.

	To Whom	When
Letter #3	Credit Bureaus	Day 1
Letter #4	Data Furnishers/ Creditors	When Letter # 3 Does Not result in Removal
Letter #5	Credit Bureaus	At the same time you send #4
Letter #6	Data Furnishers/ Creditors	If Letter #4 Does not result in removal





## STEP FIVE - CORRECT PAYMENT HISTORY

Between Credit Utilization and Payment History, these make up a whopping 65% of your score. That's HUGE when trying to rebuild your credit!!

The first thing you should do is reach out to your creditors for any late payments reported within the past 18 months to see if you were actually late, and if you were, request a goodwill adjustment.

If you have credit lines and the balance is higher than 30% of your credit limit. Make a plan to reduce those balances. This will increase your score VERY quickly. Follow the directions and worksheets on the next pages to track and record your activity.

### LATE PAYMENTS

First, request a transaction history from the creditor and match it to your bank records to see if you were indeed late. Remember, the creditor cannot mark you 30 days late until the 31st day after the bill was due. If the account was in fact late, you can sometimes request a goodwill removal. Backing the request with an offer to put the account on autopay will often give the request more merit.

	To Whom	When
Letter #7	Data Furnisher/ Creditor	Request Transaction History
Letter #8	Data Furnisher/ Creditor	Goodwill Letter





## LATE PAYMENT LOG

Creditor:		
Equifax	Experian	Transunion
1.		
2.		
3.		
4.		
5.		

Creditor:		
Equifax	Experian	Transunion
1.		
2.		
3.		
4.		
5.		

Creditor:		
Equifax	Experian	Transunion
1.		
2.		
3.		
4.		
5.		



Creditor:		
Equifax	Experian	Transunion
1.		
2.		
3.		
4.		
5.		

Creditor:		
Equifax	Experian	Transunion
1.		
2.		
3.		
4.		
5.		

Creditor:		
Equifax	Experian	Transunion
1.		
2.		
3.		
4.		
5.		



## STEP SIX - REDUCE UTILIZATION

Credit utilization has a high impact on your credit score. 30% to be exact.

Credit utilization is how much of your available credit limits you are using. The higher that percentage, the more negative the impact will be on your score.

To keep your utilization from damaging your score, you would need to keep your utilization around or under 30% of your available credit.

To build your credit, you should be keeping your balances under 10-15% with the ideal being 1-2%.

You also want to show credit responsibility, so it's important that you use the cards regularly and make all of your payments on time, keeping your balances as low as possible.





## UTILIZATION WORKSHEET

Review your file and list the revolving accounts (Accounts with credit limits) Along with their balances and what you need to pay to reduce to 30% or 15%

<b>Creditor:</b>	
<b>Credit Limit:</b>	
<b>Balance:</b>	
<b>% Utilization:</b>	
<b>Reduce to 30%:</b>	
<b>Reduce to 15%:</b>	

<b>Creditor:</b>	
<b>Credit Limit:</b>	
<b>Balance:</b>	
<b>% Utilization:</b>	
<b>Reduce to 30%:</b>	
<b>Reduce to 15%:</b>	

<b>Creditor:</b>	
<b>Credit Limit:</b>	
<b>Balance:</b>	
<b>% Utilization:</b>	
<b>Reduce to 30%:</b>	
<b>Reduce to 15%:</b>	





<b>Creditor:</b>	
<b>Credit Limit:</b>	
<b>Balance:</b>	
<b>% Utilization:</b>	
<b>Reduce to 30%:</b>	
<b>Reduce to 15%:</b>	

<b>Creditor:</b>	
<b>Credit Limit:</b>	
<b>Balance:</b>	
<b>% Utilization:</b>	
<b>Reduce to 30%:</b>	
<b>Reduce to 15%:</b>	

<b>Creditor:</b>	
<b>Credit Limit:</b>	
<b>Balance:</b>	
<b>% Utilization:</b>	
<b>Reduce to 30%:</b>	
<b>Reduce to 15%:</b>	

<b>Creditor:</b>	
<b>Credit Limit:</b>	
<b>Balance:</b>	
<b>% Utilization:</b>	
<b>Reduce to 30%:</b>	
<b>Reduce to 15%:</b>	





## STEP SEVEN - APPLY POSITIVE ACCOUNTS

In order to build your credit, you need to have open and positive reporting accounts. Keeping in mind that payment history is 35% of your credit score, the more accounts you have with a positive payment history, the better your score will be. On the following page, you will find resources for opening accounts to build your credit with no credit or damaged credit.

**To keep your file diverse but responsible, we recommend the following mix of accounts:**

- 3 Revolving Accounts (Credit Cards)
- 2 Retail Accounts (Store Cards)
- 1-2 Installment Accounts (loans, auto loans etc)
- Mortgage Account

**Additional Reportable Items:**

- Rent
- Utilities

(On the following page, list your own affiliate relationships with places like fingerhut, self lender, myjewel-ersclub, newcoast direct and other credit card companies you affiliate with. I did not put in a mock page for this)

## STEP EIGHT - DISPUTING WITH THE CREDIT REPORTING AGENCIES

**Now it's time to start Disputing accounts with the credit bureaus**

The credit reporting agencies, we know as the 3 credit bureaus, use an optical character recognition program called E-Oscar to process disputes. This program often results in investigations which are not compliant with FCRA standards and are unreliable at best. We can use this to leverage removals of unverifiable information from credit reports.

### Where to Send disputes

(List Credit Bureau Addresses)

### The Process

It is very important when you reach this stage, that you have organized your folders and you are ready to record deadlines on your calendar.

We are going to walk through each letter, all 9 of them, and give you the exact steps and requirements. As with anything credit related, results vary but depend heavily on your organization, persistence and a little luck!

Your first letter to the bureau will list the first five derogatory accounts. We limit it to 5 accounts every 2 weeks so that the bureaus will be less likely to reject your letters as frivolous. See the timeline on page 50 for more information.



	What Accounts	When
Letter #9	First 5 Negative Accounts	Day 1
Letter #9	First 5 Negative Accounts	Day 14
Letter #9	First 5 Negative Accounts	Day 21

Continue to follow this timeline, sending out Letter # 7 every two weeks with each new set of five accounts.

The FCRA states they have 30 days from the date the letter was received to complete the investigation.

They may have up to 45 days if and ONLY if you have mailed in additional information AFTER the initial dispute letter.

You would track these dates by sending your mail certified and comparing it with the date on their return letter and postmark date.

## Responding To Stall Letters

The bureaus process upwards of 20,000 letters a day, as you can imagine, they get behind. They will use stall letters wherever necessary in order to process the letters. They will sometimes respond to your initial letter in one of the following ways:

Four of the most common ways the bureaus stall:

Claim you didn't send enough proof of ID, when in fact you did.

Claim they could not locate your file with the information you provided.

Claim they do not believe it was you who wrote the letter.

Claiming your investigation is frivolous.

Using the index section of this book, you will find 4 letter to respond to these stall tactics.

Letter #10 - Not Enough ID provide

Letter #11 - could not Locate File

Letter #12 - Don't BELIEVE it was you

Letter #13 - Frivolous Disputing





## If The Bureaus Fail To Respond

You should receive a response from the bureau within 30 days. If by the 45th day you have not received a response, they are in violation of the Fair Credit Reporting Act and you can hold them responsible for that.

The FCRA states they have 30 days from the date the letter was received to complete the investigation.

They may have up to 45 days if and ONLY if you have mailed in additional information AFTER the initial dispute letter.

You would track these dates by sending your mail certified and comparing it with the date on their return letter and postmark date

Compose a letter to them to inform them that since they have failed to respond to your request for investigation within the 30 days the FCRA allows them to respond, that they are now in violation of the regulations and must remove the account(s) from your credit report. Give them 30 days to do so, and remind them that it's you're right, and your intention to sue them if they refuse to comply.

## If the bureau responds and the account was not deleted

You should receive a response from the bureau within 30 days. If you receive a response stating the account was verified as accurate and belonging to you, you have a right to question how they came to this conclusion. You must request their Method of Verification (MOV).

FCRA 611 (a)(6) and (7) states you have a right to request their method of verification

They only have 15 days to respond to this request

	What Accounts	When
Letter #14	Each Set of 5	Within 5 Days of Receiving a Response

## If the bureau fails the MOV Process

FCRA 611 (a)(6) and (7) states they only have 15 days to respond. If they do not respond within that time frame (remember to track your letters via certified mail), you will do the following:

File a complaint with the Consumer Financial Protection Bureau at [www.consumerfinance.gov](http://www.consumerfinance.gov) and provide them with proof of correspondence.

Attach that to Letter #16 and send it to the bureaus that failed to provide Method of Verification.





	What Accounts	When
Letter #15	Each Set of 5	Within 5 Days of Receiving a Response

**If the bureaus still fail to remove the account**

Disclaimer: We are not attorneys, and are not giving legal advice. At this stage in the process, we highly recommend an affordable account with Legal Shield, or another consumer protection attorney. At this point in time, they have violated the regulations and you may be entitled for a significant sum should you decide to sue. If you wish to pursue this further, you would go to your local court and file a small claims action. We have provided you with a letter template to attach to this lawsuit.

	What Accounts	When
Letter #16	Each Set of 5	Within 5 Days of Receiving a Response

## STEP NINE - CRUSHING THE CREDITORS

**Disputing directly with the creditors can be both beneficial and effective**

If the second round of letters with the credit bureaus does not result in removal, begin sending your dispute letters to the creditors directly. In this section, we will thoroughly discuss this process.

**Validation**

The requirements for true validation under the FDCPA is vague at best, but if this were to go to court, a judge would probably require proper and undeniable evidence that the debt was yours. The burden of proof is on the creditors, not the consumers. Therefore, by applying pressure on the data furnishers to provide the same kind of evidence a court may require, we may be able to force the data furnisher to remove the report from our credit files if they are unable to comply,

Many data furnishers will respond with a bill, but the fact is, anyone can open an account under your name for which a bill is produced, but that doesn't mean it was actually you or that the debt is actually yours. You should continue to pressure them for real evidence. This evidence consists of a contract from the original creditor or some agreement bearing your signature agreeing to pay the debt. In the absence of this evidence, it is unlikely that the court would rule in their favor, so it would be fair to push for it to be removed from your credit file.

**The Process**

Validating with the bureau starts with a request for validation. Send this letter directly to the creditor at the address they are reporting to your credit file. Pro Tip: If the letter comes back as undelivered, send a copy of that to the bureau and they will remove the report due to not reporting true and accurate information.



	What Letter	When
Letter #17	Validation Letter	At the same time you send MOV on to the Bureau on this account.
Letter #18	If They Respond Without Contracts	Within 5 Days of Receiving Their Letter
Letter #19	If They Do Not Respond After 30 Days	Within 5 Days of Receiving Their Letter
Letter #20	If They Respond Again Without Contracts	Within 5 Days of Receiving Their Letter

The creditors and collection agencies are required to mark the account as disputed on your credit file within 30 days of the receipt of your letter. Check your credit report on the 31st day, and print it with a timestamp, if it was not reported as disputed they must remove it.

### Small Claims

**When your creditors don't respond or can't properly validate, it might be time to sue.**

We are not attorney's and this is not legal advice. You should always consult an attorney when considering legal action.

Now it's time to get serious. These creditors have continually violated your protected rights under consumer law. It's time to show them you mean business.

Consult with an attorney, or go down to the courthouse and file a small claims lawsuit. Attach it to Letter #16, replacing with the creditor's address, in the index and mail it off, certified.

The data furnisher will often respond by deleting the account because it would be cheaper for them to delete the account and cease collection than to pay for legal counsel and travel to your venue. If the case does go to court, an attorney may be able to show how the company violated your rights and seek relief in the form of dismissing the debt and paying damages to you. Again, results vary and we suggest legal counsel.

## STEP TEN - NAVIGATING A REPOSSESSION

**Lenders are required to follow specific laws when they repossess your vehicle, often they fail to follow the process legally, especially when it comes to providing the correct paperwork.**

### The Cure Notice

After a car is repossessed, the lender is required (in most states) to give you an opportunity to cure the default and redeem your vehicle. They must provide you with a notice including the total amount needed to retain your vehicle including any fees uncured. In most states, the full amount is due in order



to redeem your car, but some states require the lender to give you an opportunity to redeem your car for just the past due amount. Check your state laws! Often, the above notice includes the notice of sale, however, it may come separately. You just need to make sure that you, and any cosigner, were notified 10 days before the sale or auction.

The Notice Should Contain:

A description of the vehicle
The date, time and place the vehicle is being sold
Whether it was an auction or private sale
A notice that you are allowed to review any accounting documents and the contact

### The Deficiency Notice

After your car is sold, the lender is required to send you a notice of the sale, the amount it was sold for, a detailed listing of the amounts you may owe to cover repossession costs, and the amount owed for the difference between what you owe on the vehicle and the sale price. On rare occasions, if the car is sold for more than what you owe on it, the lender may owe you the difference.

You may also have a right to fight the amount they are claiming you owe if the vehicle was sold at unreasonably low cost. The Uniform Commercial Code, N.J.S.A. 12A: 9-610(b), whereas the lender is not entitled to all of the money it seeks because the sale was not commercially reasonable and, as a result, the sale price was unreasonably low. If they are suing you, or you sue them, and your claim is successful, the court may award damages, under N.J.S.A. 12A:9-625, which could reduce or eliminate the amount you owe.

### The Process

The first thing you need to do is write the lender a request for specific information, information they are unlikely to be able to provide. Once you receive a response, there is a series of two letters that will go out, one to the creditor, and one to the bureau. Repossessions are near impossible to remove, but if it's going to be removed, this is how it's done.

It is important you know, due to the high amounts of money usually owed on a repossession account, there is a high chance they will initiate a lawsuit whether you dispute the account or not. We recommend waiting until the statute of limitations has passed in your state before you begin the dispute process.

	What Letter	When
Letter #21	Lender	Day 1
Letter #22	Lender	Within 5 Days of Receiving Their Letter
Letter #23	Lender	20 Days After They Receive Letter #21



## **STEP ELEVEN - DELETING BANKRUPTCY**

It's important to know that removing a Bankruptcy from all three bureaus is very difficult. It's also important to note; recovering from a bankruptcy is not as hard or as long as you might think. By applying the credit building techniques we've discussed in this book, you will find that after 12-24 months, lenders are much more likely to overlook a bankruptcy because you now have 12-24 months of responsible and positive credit history.

### **The Process**

Before you start disputing the bankruptcy public records, you will want to work on the accounts listed as "included in bankruptcy". This may help in the removal of the public record. First, check for accounts that were included in your bankruptcy, but are not marked that way on your report. They will not have "included in bankruptcy" in the notes section and may still be listing a balance and payment. This is very damaging to your score. When you see this, send a verification letter to the bureau and when it comes back verified, send them another letter pointing out that it was improperly verified and demand removal. Make sure you include your bankruptcy paperwork to show it was included in bankruptcy.

### **Third Party Information Sellers**

The 3 major credit bureaus (TransUnion, Equifax, and Experian) purchase their information from many different 3rd party information sellers. The top 5 companies are LexisNexis, ARS, Sage Stream, Innovis and Pacer. These companies are considered a CRA (credit reporting agency) and are required to abide by the FCRA.

Since the bureaus are required to reach out to their source (the data furnisher) to verify accounts, they would need to reach out to their provider, Lexis Nexis, to verify. If you have frozen the account, they will be unable to verify.

They will often respond that they verified with the courts, but they did not contact the court and the courts do not verify public records. We will show you how to handle this gross violation of the verification process.

### **Step by step Walkthrough**

#### **step one - Remove and Correct accounts**

First, use the verification and validation techniques to remove the accounts listed on your report as "included in bankruptcy" and correct accounts that were included in your bankruptcy but are not reporting as such.

#### **step two - freeze your lexis nexis report**

Check their website for forms to fill out and mail. If there are no forms, you can write to them directly and request a security freeze on your account. Wait for their response before proceeding to the next step.



### **step three - ask the bureau to verify**

In the verification letter, explain to them that you are aware that some information may be reporting wrong in the bankruptcy and ask them to verify. Remind them that they have 30 days to investigate and respond. If the Bureau responds to the letter stating that they have verified your bankruptcy, move on to step four.

### **step four - court verification**

If the bureaus responded that they verified with the court, simply write a letter to the court and ask them if they verify public records such as bankruptcies. Include a stamped, self addressed envelope for them to use in a reply. When they respond, send this to the bureau and demand removal for failure to verify your account properly.

### **step five - Request Method of verification**

Section 611 of the FCRA requires the bureaus to furnish you with the methods they used to verify the account. The time they have to respond to this request is 15 days, so it is important that you are sending these letters certified to prove that they are missing these dates. They get upwards of 20,000 letters a day and often cannot meet the demand and then you would have grounds to take legal action when your rights under the FCRA are violated.

### **step six - file Complaint with the consumer financial protection bureau**

When the bureaus do not respond with the method of verification, or they do not respond in time, you would go to [consumerfinance.gov](http://consumerfinance.gov) and file a complaint. Include all of your correspondence. Print a copy of that complaint and mail it to the bureaus with a letter demanding the removal of the improperly verified public record. In this letter you would make it clear to them that you feel your rights were violated under the FCRA. Let them know that they can rectify this by deleting the record before you file a small claims lawsuit against them.

### **step seven - File a small claims lawsuit**

If they still refuse to remove, and you wish to take it another step, it is within your right to initiate a small claims lawsuit for the violation. However, if you do not wish to take it this far, take comfort in knowing that bankruptcies are not a 10 year sentence. You can build your credit very quickly after a bankruptcy using the credit building methods covered in this book.

## **STEP TWELVE - SETTling REMAINING ACCOUNTS**

Not every account will come off your report. To maximize your credit repair process, we will show you how to settle these accounts for less.

Lenders and collection agencies just want to recoup what they can. They would rather get something rather than nothing. They will often settle for less than what you owe. We will show you how to do that. On the next couple pages we will discuss a settlement request, and a pay for delete request. By the end of this chapter, you will have the tools you need to settle all remaining accounts.



## The Settlement Offer

Lenders and debt collectors are often willing to settle. They would rather get something than nothing. This technique works whether you are looking to settle after you've gotten an account removed, settle an account in exchange for removal, or just settle it so it's not hurting your score so badly.

It is really important to do this in writing, as it's not unheard of for shady collectors to still try to collect the remaining balance after verbally agreeing to settle.

Once they agree to settle, make sure that you save the correspondence, so that if they do try to collect, you can sue them later.

You will also want to make sure that the letters, and agreement include an agreement not to re-sell the remaining debt.

On the next few pages, we will discuss the process of settling your debt.

## Settlement Request

The first step to settling your accounts is to write a letter requesting a settlement. This needs to be done in writing to preserve the burden of proof of the agreement in case the creditor tries to sell or collect on the remaining debt even after agreements are made. Unfortunately, this practice is commonplace. In this letter, you request them to make an offer to settle the debt. Don't make the offer yourself because you may over offer! Some companies offer VERY low settlements. This letter should be an emotional plea, but also a stern reminder that if you file bankruptcy, they get nothing, so it's in their best interests to settle.

## Counter - Offer

Sometimes, their first response is unreasonably high. Over 60% is unreasonably high. If that happens, simply respond and remind them you may consider bankruptcy as your financial situation does not allow for high settlement offers because they are not the only creditor you're reaching out to for settlement. Remind them that in the case of bankruptcy, only the lenders that make low settlement offers will be the ones to get paid. Then insert your counter offer for 30%. They will likely counter higher than that, but lower than the original offer.

## Accept Offer

Once you have reached a point where you can't get the settlement any lower. You can write a conditional acceptance letter. In this letter include that you are willing to accept their higher settlement in exchange for:

3-6 months to pay

Deletion from your report upon satisfactory payment.

They agree not to resell the remaining debt

It is recommended you write up an agreement and request a supervisor, with the authority to make this agreement, signs and returns it before you make your first payment.

Once you receive either the signed contract, or a letter acknowledging agreement to those terms, make your payments as agreed and watch your credit score dramatically increase even more!



## LETTER INDEX

### Letter #1

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

Recently, I have begun to consider my credit report and after requesting a receiving a copy of my report, I have noticed some really concerning items under my consumer information section. I respectfully request that you update the following information. I have provided all of my creditors with the correct personal information, and if they are reporting anything else, it is in gross violation of the FCRA requirement to report true and accurate information.

Since it is my understanding that you are ALSO required to report true and accurate information, you are also required to correct this information. Please correct my personal information to ONLY reflect the following and delete the other erroneous information.

Name : Joe Schmoe

DOB - 01-01- 01

SSN: 123-45-6789

Address: 123 This Street, Somewhere MD 12345

I do not wish for my telephone numbers to be listed.

Please correct this information immediately and send me an updated copy of my report to the above address.

Client's Name

Printed SSN: (Insert SSN)

Enc: Copy of License, Social Security Card and Utility Bill



## Letter #2

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

On (insert date), I wrote to you to request that you update and correct the personal information section of my credit report.

I will remind you that it is not only the creditors responsibility, but yours, to report only true and accurate information.

I have updated my personal information will all of the creditors listed on my report and if they are still reporting anything other than the information listed below, then they are not reporting accurate information and I demand that you delete their reports from my file.

Further, the following erroneous information is still listed on my report and since you are required to report only true and accurate information, this will be my final request for you to correct the information before I file a complaint and possible initiate legal action.

Please delete the following information:

- 1)
- 2)
- 3)

I will look forward to your response. Please include a copy of my updated report to reflect the changes you make.

Client's Name

Printed SSN: (Insert SSN)

Enc: Copy of License, Social Security Card and Utility Bill



## Letter #3

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I recently applied for credit and one of the reasons I was denied was due to the amount of inquiries on my report. I reviewed my credit file through a third party credit monitoring service and I am disturbed by the amount of inquires that I do not recognize.

I do not recognize the following inquiries:

- Name of Company and Date of Inquiry
- Name of Company and Date of Inquiry

Under the FCRA you are only allowed to report true and accurate information. Since inquiries must have permissible purpose and an agreement signed by me giving them permission to view my report, I am asking you to open an investigation on the matter. In absence of permissible purpose or verification, provided to me within 30 days of the receipt of this letter, you are required to remove the unverifiable information from my file. I respectfully request that you do so.

Since I have been denied credit in the last 60 days, you must also provide me with a copy of my credit report. Please also provide this in your response.

Please provide me with the following information for each inquiry listed:

- Permissible Purpose
- Verification of Permission To Inquire - bearing my signature
- Name of the person at your company who verified with the Creditor
- Name of the person at the Creditor's Company who provided the information

I appreciate the time you will take to send me this information and I will be in touch after I have received this information and read through it. I hope you and yours have a fantastic day!

Client's Name

Printed SSN: (Insert SSN)

Enc: Copy of License, Social Security Card and Utility Bill



## Letter #4

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I have recently reviewed my credit file and I am disturbed by the inquiry from your company on my file. I do not recall authorizing you to pull my credit file. According to my credit file, you placed an inquiry on my file on (insert date).

Under the FCRA you are only allowed to report true and accurate information. Since inquiries must have permissible purpose and an agreement signed by me giving them permission to view my report, I am asking you to provide me with competent evidence that you had a right to do so.

In absence of permissible purpose or verification, provided to me within 30 days of the receipt of this letter, you are required to remove the information from my file. I respectfully request that you do so.

Please provide me with the following information regarding your inquiry:

- Permissible Purpose
- Verification of Permission To Inquire - bearing my signature

If you are not able to provide me with this information, or provide it within the 30 days, I respectfully request that you remove the inquiry from my credit file immediately.

I appreciate the time you will take to send me this information and I will be in touch after I have received this information and read through it. I hope you and yours have a fantastic day!

Client's Name

Printed SSN: (Insert SSN)



## Letter #5

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

Thank you for your response to my request to investigate the erroneous inquiries on my file. I am not pleased that you would direct me to the lender to remove these inquiries when it is, in fact, your responsibility to make sure information contained in my file is true and accurate. You have neither opened an investigation under your responsibility to investigate laid out in the FCRA nor provided me with the evidence of this investigation.

You have now also passed the 30 day period which the FCRA gives you to investigate and you must now remove the items in question. I will give you 15 days to remove the following erroneous inquiries:

- Name of Company and Date

If after 15 days, the inquiries have not been removed from my credit file, I will seek to file a complaint with the Consumer Financial Protection Bureau and the Federal Trade Commission for willful ignorance of my protected consumer rights.

I may also chose to file a small claims lawsuit against your company.

I have attached a copy of my letter date (insert date) and your response (insert date). You have until (insert date 15 days from the date your client received a response) to delete the erroneous inquiries from my file.

I appreciate the time you will take to send me this information and I will be in touch after I have received this information and read through it. I hope you and ours have a fantastic day!

Client's Name

Printed SSN: (Insert SSN)

Enc: Copy of License, Social Security Card and Utility Bill



## Letter #6

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

Thank you for your response to my letter date (insert date) regarding the mysterious and erroneous inquiry reporting to my credit file from your company.

Under the FCRA you are only allowed to report true and accurate information. Since inquiries must have permissible purpose and an agreement signed by me giving them permission to view my report, I asked that you to provide me with competent evidence that you had a right to do so.

Since you have not provided me with the requested information, or have not done so within the 30 days legally allotted to you. I demand that you remove the inquiry from my file immediately.

I will give you 15 days to respond to this letter letting me know that you will be removing the inquiry from my file. If on the 15th day, I have not heard from you, I am prepared to file complaints with the Consumer Financial Protection Bureau, the Federal Trade Commission, the Attorney General's Office, and quite possibly I may decided to file a small claims lawsuit against you for willfully ignoring my consumer rights. I am sure it would just be easier to remove the inquiry I didn't authorize, than to deal with complaints and lawsuits. Do not underestimate my knowledge of my rights. This is a simple mistake with a simple resolution on your end.

I appreciate the time you will take to send me this information and I will be in touch after I have received this information and read through it. I hope you and yours have a fantastic day!

Client's Name

Printed SSN: (Insert SSN)



## Letter #7

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I recently reviewed my credit report and I found that you have reported me late on payments on the following dates:

- insert date
- insert date

These don't match my records, and I would like to request that you send me a copy of my transaction history from (date 3 months prior to first late) to (insert date 2 months after last date).

If you can't provide me with that transaction history, I respectfully request that you update these payments to show as on time. It is my understanding that if you are required to report true and accurate information, but can't validate it, you must update or remove it.

I appreciate the time you will take to look into this, and I will look for your response in the next 30 days.

Client's Name

Printed SSN: (Insert SSN)



## Letter #8

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I'm writing to you because I noticed that my most recent credit report contains a late payment reported on [insert date(s)] for my [insert company name] account. I want you to know that I understand, and have great respect for my financial obligations. Unfortunately, at the time of the incident mentioned above, I had [insert circumstance that caused you to miss a payment – hospital stay/injury/job loss/etc].

Aside from this unforeseen and unavoidable circumstance, you will see that I have an excellent payment record. In the near future, I am planning on applying for [insert something like a mortgage/auto loan/loan for my daughter's wedding], and it has come to my attention that the missed payment on my credit reports could hurt my ability to qualify. In my heart, I know that the missed payment doesn't reflect my creditworthiness and commitment to repaying my debts. I am humbly asking for you to give me a second chance by making a goodwill adjustment to remove the late payment on [insert date(s)] from my credit reports. As I understand it, you can do so in just a few minutes of your time. I would greatly appreciate it!

In exchange, I am willing to sign up for auto pay so that there is less of a chance of ever being late again!

Thank you for your consideration. Have a blessed day!

Client's Name

Printed SSN: (Insert SSN)



## Letter #9

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I recently looked at my credit report and I am disturbed to realize that I do not recognize multiple accounts and I cannot match the debt to any debts that I am aware I owe. Can you please verify these accounts for me to help me understand why someone thinks I owe these debts.

Here is a list of all the information I could find on my report, though the account numbers are only partials. I don't know where to get the rest of that information...

1) Creditor Name claims I owe (amount) and was last reported on (date) under account number (number including the \*\*\*\*).

2) Creditor Name claims I owe (amount) and was last reported on (date) under account number (number including the \*\*\*\*).

If they are unable to verify any and all of the information, I demand that the account be removed immediately.

Thank you for your prompt attention to this matter. I very much look forward to getting this resolved as soon as possible. I will expect your response in less than 30 days. I have attached a copy of my license, social security card and a utility bill to prove my identity and address. These are acceptable forms according to your website.

Warm Regards

Name

Social Security Number

Address

PS. I am keeping a careful record of all correspondence with you just in case you fail to verify these accounts and legal action is required.



## Letter #10

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I wrote a letter to you date (insert date) asking you to investigate some accounts. I have attached that letter, with the same proofs of ID and Address I originally sent, as well as a copy of your response claiming I didn't send the correct identifying information. I have also attached a printout from your website verifying that I did send you the proper information.

I know that you know the laws so I am not going to quote them for you, but you only have 30 days to investigate my disputes which means since I did send the correct information and you attempted to manipulate me by saying I did not, you only have until (insert date 30 days after the date of your original letter) to finish investigating.

I am looking forward to receiving the results of the investigation I asked you to do. This erroneous information on my credit report is really damaging my credit through no fault of my own and I am really upset that you would try to manipulate me as if I were some uneducated consumer.

Warm Regards

Name

Social Security Number

Address

PS. I am keeping a careful record of all correspondence with you just in case you fail to verify these accounts and legal action is required.



## Letter #11

Client's Name
Client's Address
Credit Bureau
Bureau's Address
Date
To Whom This May Concern:

I wrote a letter to you date (insert date) asking you to investigate some accounts. I have attached that letter, with the same proofs of ID and Address I originally sent. You wrote back to me claiming you could not locate a file under the information I provided. Since I did provide you with the correct information, I feel like you're trying to slow down my investigation request.

Let me rewrite my personal information again for you in large letters so you can read them correctly

MY NAME IS (INSERT)  
MY ADDRESS IS (INSERT) AND  
MY SOCIAL SECURITY NUMBER IS (INSERT)

I hope that helps you find my file this time. I know that you know the laws so I am not going to quote them for you, but you only have 30 days to investigate my disputes which means since I did send the correct information and you attempted to manipulate me by saying I did not, you only have until (insert date 30 days after the date of your original letter) to finish investigating.

I am looking forward to receiving the results of the investigation I asked you to do. This erroneous information on my credit report is really damaging my credit through no fault of my own and I am really upset that you would try to manipulate me as if I were some uneducated consumer.

Warm Regards

Name
Social Security Number
Address

PS. I am keeping a careful record of all correspondence with you just in case you fail to verify these accounts and legal action is required.



## Letter #12

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I wrote a letter to you date (insert date) asking you to investigate some accounts. I have attached that letter, with the same proofs of ID and Address I originally sent. You wrote back to me claiming you think that someone else wrote the letter? Why would someone else write the letter to ask about bad information on my report? That's just stupid and I think you're trying to stall my investigation. Let me tell you right now, whether or not you think I wrote this letter, it doesn't matter. I provided my signature (no one else can do that) and I proved my identity with the proper documents your website told me to.

I am not sure how else you would expect me to verify my identity. It's not like I can send you a DNA sample, do I need to pee in a cup for you? Please just do my investigation and cut out the elementary behavior.

I know that you know the laws so I am not going to quote them for you, but you only have 30 days to investigate my disputes which means since I did send the correct information and you attempted to manipulate me by saying I did not, you only have until (insert date 30 days after the date of your original letter) to finish investigating.

I am looking forward to receiving the results of the investigation I asked you to do. This erroneous information on my credit report is really damaging my credit through no fault of my own and I am really upset that you would try to manipulate me as if I were some uneducated consumer.

Please be advised that if you continue to stall or refuse to investigate, I am prepared to file complaint with the Consumer Financial Protection Bureau and initiate a small claims suit.

Warm Regards

Name

Social Security Number

Address

PS. I am keeping a careful record of all correspondence with you just in case you fail to verify these accounts and legal action is required.



## Letter #13

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I wrote a letter to you date (insert date) asking you to investigate some accounts. I have attached that letter, with the same proofs of ID and Address I originally sent. You wrote back to me claiming you think that you believe the investigation requests are frivolous? What gives you the right to decide that? This consumer report is about me and under the laws, I have EVERY right to dispute information I do not recognize.

I am not sure what makes you think you have the legal right to deny me my investigations, but I can tell you that I can and will exercise my rights under the law to file complaints against you with the Consumer Financial Protection Bureau and file a small claims lawsuit against you if you continue to deny my request for investigation as is my right under the FCRA.

I know that you know the laws so I am not going to quote them for you, but you only have 30 days to investigate my disputes which means since I properly requested an investigation into accounts I do not recognize, you only have until (insert date 30 days after the date of your original letter) to finish investigating.

I am looking forward to receiving the results of the investigation I asked you to do. This erroneous information on my credit report is really damaging my credit through no fault of my own and I am really upset that you would try to manipulate me as if I were some uneducated consumer.

Please be advised that if you continue to stall or refuse to investigate, I am prepared to file complaint with the Consumer Financial Protection Bureau and initiate a small claims suit.

Warm Regards

Name

Social Security Number

Address

PS. I am keeping a careful record of all correspondence with you just in case you fail to verify these accounts and legal action is required.



## Letter #14

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I wrote a letter to you date (insert date) asking you to investigate some accounts. I have attached that letter so that you can see the date that it was written. You responded on (insert date) that the account was verified, but I am absolutely certain this account is incorrect and should be deleted.

I am hereby exercising my rights under FCRA 611 (a) (7) to request a complete description of all methods used to investigate my dispute. Please include a copy of all correspondence as well as contact information for each company and the names of the individuals at these companies that you verified this information with.

If you cannot provide me with these details within the 15 days you're allowed to do so, I demand you delete the accounts from my credit file. Failure to do so can and will result in legal action. Do not underestimate my knowledge of my rights.

Warm Regards

Name

Social Security Number

Address

PS. I am keeping a careful record of all correspondence with you just in case you fail to verify these accounts and legal action is required.



## Letter #15

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I wrote a letter to you date (insert date) asking you to investigate some accounts. You responded on (insert date) that the account was verified. I asked for a description of your procedures on (insert date) and you (either failed to respond at all, on time or with the information requested). At this point, I am so upset and I feel so abused by your company that I have decided to file complaints. You have ignored me and treated me like an uneducated consumer and caused my family and I great distress. Leaving bad information on my file has prevented me from (insert client's situation i.e. buy a house, get adequate rental, buy a family car etc) and this is not fair to me or my family. Attached, you will find copies of all my letters on this matter, your responses, and finally, my complaints to the Consumer Financial Protection Bureau, the Federal Trade Commission, the Better Business Bureau and the Attorney General. At this point, I am not asking anymore, but demanding that you remove the accounts that you have failed to verify. If you do not do what is right by me, I intend to initiate small claims action. I have carefully documented all of my correspondence with you and will present it to the court. We can avoid all this and resolve the complaints if you simply follow the law and remove these accounts and I will give you 10 days to do so.

I will look forward to your quick response.

Warm Regards

Name

Social Security Number

Address

PS. I am keeping a careful record of all correspondence with you just in case you fail to verify these accounts and legal action is required.



## Letter #16

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

In our repeated correspondence, it has become evidently clear to me that you do not care about my rights as a consumer, nor the laws that protect me from predatory practices. I have kept VERY careful record of correspondence and I am confident that a judge will rule in my favor.

As such, I have filed a small claims lawsuit against you and you are now required to appear at:  
(Insert Court Name and Address)  
On: (Insert Date)

To answer to the follow claims:

- Violations of the Fair Credit Reporting Act - including but not limited to Section 611
- Violations of [insert any corresponding state laws if you desire]

I am seeking (insert amount) in damages:

If between now and the above court date, you correct your records and delete the information in question, please contact me at the address listed above and I will withdraw the claim immediately.

I will look forward to your quick response.

Warm Regards

Name

Social Security Number

Address



## Letter #17

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I recently started taking a look at my credit reports after being denied credit and I am concerned to find an account reporting incorrectly by your agency. When talking to my neighbor, she was telling me that that is actually a violation of my rights and I would like to know why you're trying to hurt me by reporting erroneous information.

This letter is regarding account # (insert #), which you allege that (insert applicable debt situation). I would like you to please send me evidence that this account is mine. Please note, that I will not accept a copy of a bill as evidence. I am asking you to send court worthy evidence of this debt is mine, such as a contract bearing my signature.

In absence of a signature, the debt you claim I owe is invalid. If you are unable to provide me with proof that I agreed to pay this debt, I am requesting that you immediately remove the report from my credit file.

I know that you know the laws and I don't have to quote what I read on the internet, because I know you will do your due diligence and uphold the regulations set out for you in the FDCPA and FCRA and you will be deleting this account, but I do want you to know that I know my rights and will be carefully recording correspondence with you should I need to seek legal relief.

I will expect your response within 30 days. Thank you for your time and attention to the matter.

Warm Regards

Name

Social Security Number

Address



## Letter #18

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

In response to your letter dated (insert date) you still claim that I allegedly owe (insert amount on account # (insert number). You failed to provide me with the evidence I requested, so now, what I am wondering, is how did you validate this account without proof I agreed I would pay such a debt?

Please provide me with a description of the procedure along with the name of the employee and a phone number I can reach them at to ask them how the account was validated.

At this point, you have not provided me with validation and I am really upset that you continue to violate my rights. I know that you know the laws so I don't really have to tell you that you're violating the FCRA and FDCPA by reporting unverifiable and invalidated information and even worse, you're STILL doing so after I requested validation and you failed to provide it.

I am suffering financial distress under your actions and my anxiety has reached it's limit. I am no longer asking, but demanding you remove the item from my credit file. I hope this is the last time you have to be reminded of your responsibilities and that your next letter to me will be to let me know you are removing the account from my credit file and ceasing collection activity.

Additionally, your 30 days to provide validation has passed and as you have failed to do so, you're now required by law to remove the report from my credit file. I am keeping careful logs of correspondence in case I need to seek judicial relief.

Warm Regards

Name

Social Security Number

Address



## Letter #19

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I wrote you a letter on (insert date) requestion validation on the following account:

Account Name and Account Number  
Amount Owed:

You have failed to respond to my letter, which I have tracked as arriving on (insert date) within the 30 days that the law gives you to respond. You are now in violation and under the remedies of the regulation, you must remove the account from my credit file. I will give you 15 days to do so before I file a small claims lawsuit against you for which I am confident I have sustained the burden of proof and will win. It would be more financially beneficial to you to quickly remove the account than face the amounts I am entitled to under the FDCPA,

I will look forward to your response.

Warm Regards

Name

Social Security Number

Address



## Letter #20

Client's Name
Client's Address
Credit Bureau
Bureau's Address
Date
To Whom This May Concern:

In our repeated correspondence, it has become evidently clear to me that you do not care about my rights as a consumer, nor the laws that protect me from predatory practices. I have kept VERY careful record of correspondence and I am confident that a judge will rule in my favor.

As such, I have filed a small claims lawsuit against you and you are now required to appear at:

(Insert Court Name and Address)

On: (Insert Date)

To answer to the follow claims:

- Violations of the Fair Credit Reporting Act
- Violations of the Fair Debt Collection Practice Act
- Defamation of Character
- Violations of [insert any corresponding state laws if you desire]

I am seeking (insert amount) in damages:

If between now and the above court date, you correct your records and delete the information in question, please contact me at the address listed above and I will withdraw the claim immediately.

I will look forward to your quick response.

Warm Regards

Name
Social Security Number
Address



## Letter #21

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I am writing with a request for information. I used to have an account with you for a (insert make and model of the car), and I am trying to straighten out my financial life, but I don't know where to start. If you could help me out, I need the following information from you and according to what I read about the FDCPA, you have 30 days to get that to me. If you could be a little quicker on that, time is super sensitive on the matter.

I need the following information:

- Original Installment Sales Contract
- Transaction History
- Amount Owed and Explanation Any Documents or letters sent during the repossession process to clarify amounts I allegedly owe.

I appreciate the time you will take to send me this information and I will be in touch after I have received this information and read through it.

I hope you and yours have a fantastic day!

Client's Name

Printed SSN: (Insert SSN)

Enc: Copy of License

PS: My address is different on my license as I have moved and have yet to have the chance to update my license. Please correspond with me at the above address.



## Letter #22

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I am in receipt of your information regarding my request for information dated (insert date). This is your notice that I am disputing the accounts under Vin # (insert number). The vehicle in question was purchased on or about [insert date], financed by [insert company], repossessed in the state of [insert state], and sold by [insert insert company/creditor] on or about [insert date].

You did not send me the proper notices as is evidenced by the lack of inclusion of those notices which I requested on (insert date). Under the laws of (insert state) you are required to furnish me with those notices after you take possession of the vehicle. I demand proof that the repossession of the subject vehicle was legal in accordance with the following

**UCC: •§ 9-506. EFFECT OF ERRORS OR OMISSIONS.**

**§ 9-611. NOTIFICATION BEFORE DISPOSITION OF COLLATERAL**

**§ 9-612. TIMELINESS OF NOTIFICATION BEFORE DISPOSITION OF COLLATERAL.**

**§ 9-613. CONTENTS AND FORM OF NOTIFICATION BEFORE DISPOSITION OF COLLATERAL**

You are required to provide me with proof of these notices within 15 days of the receipt of this letter. If the information is not received, then your alleged claim of a deficiency is null and void and I demand you cease collection efforts and remove the report from my credit file. To do otherwise would be a violation of my protected rights under the FCRA and FDCPA and I reserve the right to seek damages against all parties, under all available State and Federal statutes and including but not limited to UCC § 9-625 remedies.

I will look for your response within 15 days of the date that you receive this letter which I am tracking. On the 16th day, if I have no response or it has not been removed from my credit file, I will forward to matter to my attorney for review. Do not underestimate my knowledge of my rights. I only wish for you to do the right and moral thing and correct and error you made that resulted in the violation of my rights.

Thank you for your time,

Client's Signature

SSN

Client's Name

Client's Address



## Letter #23

Client's Name

Client's Address

Credit Bureau

Bureau's Address

Date

To Whom This May Concern:

I am writing to you because I recently found out that there is an illegal repossession reporting on my account by (insert lender) under account number (insert account number)

I have repeatedly requested that they provide my with proof that they are reporting properly and they have been unable to do so. They are required to send me a notice to cure and a notice of deficiency and they did neither and neglected to provide me with said information when I requested it.

They, like you, only have 15 days to respond under the FCRA and it has been 20 and they have not provided this evidence. I am now requesting you investigate this account and if the account is verified by (insert lender) at any point in your process, I would request you to send me your method of verification. I am absolutely certain they are reporting illegally.

I request you provide me with the following information pursuant to FCRA Section 611 (a) (7) to request a complete description of all methods used to investigate my aforementioned dispute. Complete list of all documents and correspondence with (insert lender) The name of the person employed by you that contacted (insert lender) The name of the person contacted at (insert lender) I would like to ask that you not send me one of your template letters as I am building a case against this lender who is operating a shady business.

My credit score and financial health is important to me and this is such a gross violation of my rights that I can and will seek to rectify. I fully expect that you will comply with my request since I know that as a human, you know what is right and moral and you will abide the regulations set forth in the FCRA and FDCPA to protect me as the consumer. I will look forward to your response in 15 days or less and I expect to see the item permanently deleted from my file because it's just the right thing to do.

Thank you for your time and attention to this very urgent matter.

Client signature

SSN ENC: License, SSC, Utility bill,

Copy of your ID requirements from your website.



Flipped **Finances**  
Flip Your Finances And Flip Your Life

# **12 EASY STEPS**

**To Repair Your Own Credit**