

Instructions To Complete Packet

Please fill out and sign all of the pages in this packet.

We will also need a copy of the following documents:

- Please submit any & all written communication with your tenant.
- Copies of the most current notices served to/from your tenants.
- A copy of the rental agreement and addenda, if you have one.
- If the terms of your agreement have changed, provide that documentation. (Rent increase, change of ownership, etc.)
- If your property is held in a Trust, we must have a copy of the legal trust name from your trust documents.
- Any roommate release forms.
- Name and phone numbers of authorized persons for sharing status of your case.
- Payment of fees for the Unlawful Detainer lawsuit to be filed.
- We will need to be informed if your case is a Section 8 tenancy.

**If all the paperwork is not completed or provided,
your case will be delayed**

This is our staff's contact information for assistance:

intake@fastevict.com

The intake department handles all "in-take" information and paperwork for the lawsuit to be filed.

status@fastevict.com

The open status department handles all status emails and calls.

lit@fastevict.com

Trial Secretary handles all the trial cases.



Ask Us How AB-1482 Affects You!

AB 1482 took effect on January 1st, 2020 and introduced restrictions to evictions and statewide rent increases and no fault eviction notices on most residential rental properties in California. Learn more [here](#).

AB 628 takes effect January 1, 2026, requiring a working stove and refrigerator in every California rental unit. Learn more [here](#).

Call our office today
909-889-2000

Fast Eviction Service Intake Form

1. Owner / Client Information

Owner / Entity Name:

Ownership Type (LLC / Trust / Corp / Individual):

Business / Trust / Trustee Name:

Owner Address:

Email:

Phone:

Does tenant know this address? ☐ Yes ☐ No

Is property financed by Freddie Mac / Fannie Mae? ☐ Yes ☐ No

Has title changed since tenant occupied? ☐ Yes ☐ No

How long have you owned the property?: _____

Bought with tenants in place? ☐ Yes ☐ No

Estoppel provided? ☐ Yes ☐ No

2. Management Information

Is the property managed by an agent? ☐ Yes ☐ No

Manager Name: _____

Manager Address:

Manager Contact Info:

Has management recently changed? ☐ Yes ☐ No

3. Property Details

Rental Property (Eviction) Address:

City: _____ State: _____ Zip code: _____

Property Description:

Gate/Passcode (if required): _____

☐ Residential or ☐ Commercial or ☐ Mobile home property? (check one) space or unit number ____

Do you collect utilities? ☐ Yes ☐ No – If yes, how much? _____

Do you collect monthly maintenance fees? ☐ Yes ☐ No – If yes, how much? _____

Business license required? ☐ Yes ☐ No

Rent control? ☐ Yes ☐ No

Last inspection date: _____

Any habitability complaints? ☐ Yes ☐ No

If yes, when? _____

Are there any related cases currently pending with the court involving the same property address or defendant? ☐ Yes ☐ No

If yes, please provide the following information:

- Case number: _____
- Court name/location: _____
- Attorney Information: _____
- Reason the case is related: _____

Are the tenants paying any property taxes, mortgage payments or other ownership-related expenses for the property? ☐ Yes ☐ No

If yes, please explain what they are paying, amounts and under what agreement:

- Type of payment: ☐ Property taxes ☐ Mortgage ☐ Insurance ☐ Other: _____
- Amount paid: _____
- Payment frequency: _____
- Who receives the payment: _____
- Reason for agreement for payment: _____

4. Tenant & Occupant Information

All tenant names over the age of 18:

(provide copy of IDs)

Has anyone new moved in since tenancy began? ☐ Yes ☐ No

Any occupant turned 18 since tenancy began? ☐ Yes ☐ No

Tenant Phone: _____

Alternative Phone: _____

Tenant Mailing Address (if different):

Military Status ☐ Yes ☐ No

If Yes, what tenants are in the military and what branch of military: _____

Are they on active duty? ☐ Yes ☐ No

Section 8 / Assistance? ☐ Yes ☐ No

Voucher Portion: _____

Tenant Portion: _____

5. Lease & Terms

Has there ever been a written rental agreement? ☐ Yes ☐ No
(if so a copy is required as well as a copy of the deed prior to filing)

Move-in Date: _____ Original Rental Amount When Tenant Moved in: _____

Current Monthly Rent: _____ Due Date: _____

Any changes to terms since tenancy began? ☐ Yes ☐ No

(must provide copies of written changes before filing)

Was a new agreement signed? (Yes/No): ☐ Yes ☐ No

Prior eviction cases filed? ☐ Yes ☐ No

6. Rent Payment Details

Rent paid by (Mail / Direct Deposit / Zelle / Cash / Other):

If direct deposit – Bank Name:

Does landlord give receipts? ☐ Yes ☐ No

Address where tenant pays rent:

7. Rent Breakdown

Enter the rent amount owed for each month separately.

Only include the regular monthly rent amount that was due for that month. Do not include late fees, utilities, repairs, damages, security deposits, attorney fees, court costs, or any other charges. Do not enter one total for all months combined.

Example: January: \$1,500, February: \$1,000, March: \$1,500. Incorrect: \$4000 total. Correct: January \$1,500 / February \$1,000 / March \$1,500

JANUARY	FEBRUARY	MARCH
Rent Owed: _____	Rent Owed: _____	Rent Owed: _____
APRIL	MAY	JUNE
Rent Owed: _____	Rent Owed: _____	Rent Owed: _____
JULY	AUGUST	SEPTEMBER
Rent Owed: _____	Rent Owed: _____	Rent Owed: _____
OCTOBER	NOVEMBER	DECEMBER
Rent Owed: _____	Rent Owed: _____	Rent Owed: _____

Any prior rent increases? ☐ Yes ☐ No

If yes, give date(s) of all rental increases and amounts going back 24 months and include copy of notices:

Date Rent Increase Notice was served	Date New Rent Took Effect	Previous Monthly Rent	New Monthly Rent	Amount of Increase
		\$	\$	\$
		\$	\$	\$

Have tenants given any notices? ☐ Yes ☐ No

Have you served any prior notices? ☐ Yes ☐ No

Have you accepted rent after notice expiration? ☐ Yes ☐ No

Does your ledger above include any other fees besides rent? ☐ Yes ☐ No

Does the rental agreement require the tenant to pay any fees or charges in addition to monthly rent? ☐
Yes ☐ No

If yes, identify the charges and any outstanding amounts below:

Charge required by the rental agreement	Monthly amount	Months outstanding	Total amount outstanding
	\$		\$
	\$		\$

8. Notice Type Requested

☐ 3 Day Pay

☐ 3 Day Cure

☐ 30 Day

☐ 60 Day

☐ Foreclosure Notice

☐ Other: _____

9. Violations (For Cure/Quit)

Details of violations:

Police report numbers: -----

Code enforcement involvement? ☐ Yes ☐ No

Habitability complaints (last 6 months)? ☐ Yes ☐ No

10. Foreclosure / Ownership Issues

(Be aware prior owners get 3 days to vacate and tenants get 90 days)

Property in foreclosure? ☐ Yes ☐ No

Notice of Default / Sale served? ☐ Yes ☐ No

Purchased via foreclosure sale? ☐ Yes ☐ No

Ownership changed since tenant moved in? ☐ Yes ☐ No

If Yes provide ownership change date: -----

11. Rent Control/Just Cause/Local Ordinance Information

Many California rental properties may be subject to state, city or county rules involving rent control, rent stabilization, just cause eviction, tenant protection, relocation assistance, rental registration, inspection requirements, business licensing, or other administrative requirements.

Please answer the following questions to the best of your knowledge. If you do not know the answer, mark unknown.

A. Statewide Tenant Protection / AB 1482

Do you believe the property is subject to the California Tenant Protection Act, also known as AB 1482?

☐ Yes ☐ No ☐ Unknown

If no, why do you believe the property is exempt?

Do you have any AB 1482 exemption notice, lease disclosure or written notice that was provided to the tenant?

☐ Yes ☐ No ☐ Unknown

If yes, please provide a copy.

B. Local City or County Rent Control/Just Cause Rules

Does the city or county where the property is located have any local rent control, rent stabilization, just cause eviction, tenant protection, relocation, or rental housing ordinance?

☐ Yes ☐ No ☐ Unknown

If yes, identify the city, county, ordinance, rent board, or housing department if known:

Do you believe this property is subject to those local rules?

☐ Yes ☐ No ☐ Unknown

If NO, why do you believe the property is exempt? _____

C. Registration/Permit/Inspection/Fee Requirements

Does the city or county require rental registration, a rental permit, business license, inspection certificate, payment of rental housing fees, or any similar requirement before rent can be collected or before an eviction can be filed?

☐ Yes ☐ No ☐ Unknown

If YES, have all required registrations, permits, inspections, certificates, or fees been completed and paid?

☐ Yes ☐ No ☐ Unknown

Please provide copies of any registration, permit, license, inspection certificate, payment receipt or city/county approval.

12. Required Tenant Notices / Posting / Filing

Does the city, county, rent board, housing department, or other agency require any tenant rights notice, registration notice, rent board notice, or other document to be posted, served on the tenant, mailed, filed, reported, or uploaded before proceeding?

☐ Yes ☐ No ☐ Unknown

If YES, has this been completed?

☐ Yes ☐ No ☐ Unknown

Please provide copies and proof of posting, service, filing, mailing, upload, or agency submission if available.

D. Relocation / Rent Waiver Requirements

Are relocation payments, relocation assistance, rent waivers, moving expenses, or other tenant payments required for this notice or eviction?

☐ Yes ☐ No ☐ Unknown

If yes, have they been paid, offered, credited, or waived as required?

☐ Yes ☐ No ☐ Unknown

Please explain: _____

Client Acknowledgement

Client understands that Fast Eviction Service relies on the information provided by Client. Client is responsible for disclosing whether the property is subject to any state, city, county, rent control, just cause, relocation, registration, inspection, licensing, tenant notice, or other local ordinance requirements.

Client understands that failure to disclose accurate information or provide required documents may delay the case, prevent filing, increase attorney fees or costs, result in dismissal, or create defenses for the tenant.

Client Initials: _____

Final Declaration & Signature

Client/Landlord Signature: _____

Client/Landlord name: _____

Date: _____

Master Unlawful Detainer Attorney-Client Retainer Agreement

Flat-Fee Uncontested Services With Pre-Authorized Contested-Case Terms

Working master retainer prepared for attorney review. The firm should confirm compliance with all current California Rules of Professional Conduct, fee-agreement requirements, and office billing policies before use.

1. Parties and Matter Information

Client retains Law Office of John E. Bouzane, APC DBA Fast Eviction Service ("Attorney" or "Fast Eviction Service") for the unlawful detainer matter identified below.

Owner/Landlord Name: _____

Representative, if applicable: _____

Eviction Property Address: _____

Tenant/Defendant Name(s): _____

Client Email: _____

Client Telephone: _____

2. Purpose of Master Agreement

This Agreement is intended to avoid the need for a second retainer signature if the unlawful detainer becomes contested. Client signs one master agreement at the beginning of the matter. The initial flat-fee portion applies to standard, uncontested unlawful detainer services. If the matter becomes contested, Client authorizes Fast Eviction Service to notify Client, review the contested filing, discuss the recommended course of action, and bill the basic contested eviction fee described below without requiring a new retainer signature.

Unless expressly stated otherwise, contested-case fees and costs are not included in the initial flat fee. The basic contested eviction fee is authorized by this Agreement and may be billed when triggered. Any recommended services beyond the basic contested eviction fee will be discussed with Client before further billing, except for urgent protective work that Attorney determines is reasonably necessary to protect Client interests. Jury trial, appeal, writ, bankruptcy representation, affirmative civil litigation, and other excluded matters may still require a separate written agreement.

3. Scope of Initial Flat-Fee Unlawful Detainer Services

The initial flat-fee services may include the standard unlawful detainer services listed in the Fee Schedule below, such as document review, notice preparation if applicable, legal drafting, filing, routine case strategy, and preparation of the Summons and Complaint. The flat-rate eviction fee depends on whether the matter is residential or commercial and on the unlawful detainer filing amount. The Fee Schedule below is incorporated into this Agreement.

Flat-Rate Eviction Fee Schedule

Client agrees to pay the applicable flat-rate eviction fee listed below, plus costs, expenses, and any additional authorized services described in this Agreement.

Client Initial: _____

Service	Fee / Billing Term Starting At:
Commercial UD under \$10,000*	\$1,795.00
Commercial UD \$10,000-\$25,000*	\$1,895.00
Commercial UD over \$25,000*	\$1,995.00
Residential UD under \$10,000*	\$1,595.00
Residential UD \$10,000-\$25,000*	\$1,795.00
Residential UD over \$25,000*	\$1,895.00
Pre-Judgment Claim	\$50.00
Retrieve Grant Deed	\$50.00

*The flat-rate eviction fees above do not include writ of execution, sheriff fees, contested-case fees, money judgment, advanced litigation services, or other costs and expenses unless expressly stated in writing. The basic contested eviction fee described in this Agreement is separate from and in addition to the initial flat-rate eviction fee if the matter becomes contested.

The initial attorney fee becomes earned in full once the Summons and Complaint are prepared and filed, unless a different written Fee Schedule applies. All fees and advance costs become non-refundable immediately upon completion of the services for which they were paid, including document review, notice preparation, legal drafting, filing, and case strategy, subject to applicable law and any unearned-fee refund obligations.

Authorization for Direct Deposit of Flat Fees Into Attorney Operating Account. Client has been advised pursuant to California Rule of Professional Conduct 1.15(b) that Client has the right to require that the flat fee payment be deposited in Attorney trust account until the fee is earned, and that Client is entitled to a refund of any amount of the fee that has not been earned if the representation is terminated or the services for which the fee was paid are not completed. Client hereby waives the requirement that the flat fee be deposited into trust and authorizes Attorney to deposit flat fees into Attorney operating account, subject to applicable refund obligations for unearned fees.

4. Contested Case Trigger and Pre-Authorization

A matter becomes "contested" if any defendant, occupant, claimant, or other party files or serves an Answer, Demurrer, Motion to Quash, Motion to Strike, Claim of Right to Possession, bankruptcy notice, request for jury trial, discovery, opposition, counterclaim, habitability defense, request for trial setting requiring contested preparation, or any other filing, claim, defense, or event requiring work beyond the initial uncontested scope.

If the matter becomes contested, Fast Eviction Service will notify Client and discuss the recommended course of action moving forward. Client authorizes Fast Eviction Service to automatically bill the basic contested eviction fee of \$995.00, this fee is not included in initial uncontested eviction flat fee. This basic contested eviction fee includes attorney review of the Answer or other contested filing and one hour court appearance fee. Fast Eviction Service may suspend or cease work, request substitution or withdrawal where permitted, or decline additional services if required fees or costs are not paid.

Client understands that signing this Agreement now authorizes Attorney to bill and charge the \$995.00 basic contested eviction fee if the case becomes contested, without requiring Client to sign a second contested retainer. If Attorney recommends additional services beyond attorney review and one basic court appearance, Fast Eviction Service will discuss those recommended services with Client before further billing. Attorney may still require a separate written agreement for excluded matters or unusually complex litigation.

Client Initial: _____

5. Services Excluded From Initial Flat Fee But Pre-Authorized If Triggered

The following are not included in the initial flat fee unless expressly stated in writing. If the matter requires services beyond the basic contested eviction fee, Fast Eviction Service will notify Client and discuss the recommended course of action before further billing, except for urgent protective work Attorney determines is reasonably necessary:

- contested evictions and responsive pleadings;
- oppositions, demurrers, motions to quash, motions to strike, motions to compel, and other motion practice;
- discovery, discovery responses, deposition preparation, and deposition appearances;
- settlement negotiations, mandatory settlement conferences, substantial meet and confer work, and stipulations;
- court appearances beyond the standard uncontested scope, including ex parte hearings, trial continuances, and extended hearings;
- habitability-related defense work within the unlawful detainer, subject to Attorney acceptance and fee requirements;
- extensive trial preparation and bench trial appearances;
- travel time, waiting time, interpreter issues, court reporter issues, and post-hearing follow-up;
- post-judgment work such as writs, sheriff coordination, lockout issues, non-compliance declarations, and enforcement steps, unless excluded below.

Post-Judgment Writ of Possession and Sheriff Lockout Fee. The flat fee retainer does not include post-judgment services required to obtain a Writ of Possession, prepare sheriff instructions, coordinate with the sheriff/court, or secure a sheriff lockout date and time. Client authorizes Fast Eviction Service to automatically proceed with these post-judgment services after judgment is entered, unless Client provides written notice cancelling the eviction or instructing Fast Eviction Service not to proceed. An additional fee of \$450.00 will automatically be charged and/or added to Client's account for preparation, processing, and coordination of the Writ of Possession and sheriff lockout process. Fast Eviction Service will send Client an email prior to proceeding with the lockout process; however, if Client does not respond, Client authorizes Fast Eviction Service to assume that Client wishes to proceed with obtaining the Writ of Possession and sheriff lockout date and time.

The following remain excluded unless separately agreed in writing: affirmative actions or cross-complaints, civil litigation beyond eviction, defense of separate tenant claims, anti-SLAPP matters, bankruptcy representation, federal matters, appeals, writ proceedings, stay litigation, jury trials, and post-judgment proceedings outside the ordinary unlawful detainer process.

6. How Contested Fees Are Billed

The basic contested eviction fee is \$995.00 and is automatically billable if the case becomes contested. This fee includes review of the Answer or other contested filing and a one-hour court appearance fee. It does not include additional appearances, discovery, motion practice, extended hearings, settlement conferences, trial preparation, depositions, jury trial, appeal, writ work, bankruptcy representation, or other advanced litigation services. If additional services are recommended beyond the basic contested eviction fee, Fast Eviction Service will discuss the recommended services and applicable fees with Client before billing further, except for urgent protective work Attorney determines is reasonably necessary.

Attorney current hourly rates are: Senior Partners \$795.00/hour; Associates \$595.00/hour; Paralegals and Law Clerks \$175.00/hour. Time is billed in increments of one-tenth (.1) of an hour.

Client Initial: _____

Time may be billed for all reasonably necessary work, including court appearances, calls and emails, document review, drafting, discovery review and preparation, legal research, settlement work, hearing preparation, internal strategy conferences, travel time, waiting time, post-hearing follow-up, and communication with court staff, witnesses, process servers, opposing counsel, and third parties reasonably involved in the matter.

7. Additional Services Fee Schedule

The following services are not included in the initial flat fee or the \$995.00 basic contested eviction fee unless expressly stated in writing. If Attorney recommends any of these services, Fast Eviction Service will discuss the recommended service and applicable fee with Client before further billing, except for urgent protective work Attorney determines is reasonably necessary.

Service	Fee / Billing Term Starting At:
Contested Eviction Strategy Package	Includes Answer review, case evaluation, recommended next steps, and one court appearance up to one hour. Additional appearances or time may be billed separately.
Additional Court Time on Same Date	If a court appearance exceeds the one hour included in the applicable contested eviction package, additional court time on the same date may be billed at \$795.00 per hour. This includes additional waiting time, hearing time, continued same-day appearances, settlement discussions, or other court-related time required on the same date.
Ex Parte Hearings	Ex parte appearances shall be billed at the current county-specific ex parte appearance rate, presently starting at \$995.00 first hour.
Discovery Propounding Package – Attorney-Represented Defendant	Preparation and service of discovery: \$950.00 per set.
Discovery Propounding Package – Pro-Per-Represented Defendant	Preparation and service of discovery: \$450.00 per set.
Discovery – Responses – Per Set	Preparation of discovery responses is billed at \$450.00 per set. This fee covers document preparation only and does not include attorney or staff time for reviewing discovery requests, evaluating responses, gathering information, communicating with Client, reviewing documents, making objections, or assisting with discovery strategy. Any attorney, paralegal, or staff time required to assist with discovery responses may be billed separately at the applicable hourly rate.
Meet and Confer	Substantial meet and confer work beyond the basic contested eviction fee may be billed at hourly rates, with a minimum project fee of \$795.00 per substantial meet and confer phase at Attorney discretion.
Motion to Compel / Discovery Motion Package	Motion to compel, opposition, reply, separate statement, sanctions-related briefing, and hearing preparation: \$1,995.00, plus appearance charges if applicable.
Opposition to Motion	Opposition to motion: \$595.00.
Motion Oppose and Appear	Motion oppose and appear: \$1,590.00
Deposition Response Preparation	Preparation of deposition responses: \$950.00.

Client Initial: _____

Deposition Appearance	The \$1,095.00 deposition appearance fee includes one deposition appearance of up to one hour. Additional deposition time beyond the first hour may be billed at \$795.00 per additional hour. Client is also responsible for any third-party costs, including transcript fees, court reporter fees, interpreter fees, and any additional preparation time if required.
Summary Judgment / Summary Adjudication	Preparation of motion for summary judgment: \$1,500.00, plus hearing appearance charges, evidence review time, and any additional attorney work reasonably required.
Stipulation – Preparation Only	Preparation of stipulation: \$750.00.
Declaration of Non-Compliance	Preparation of declaration of non-compliance: \$575.00.
Notice of Change of Terms of Tenancy	Preparation of notice of change of terms of tenancy: \$250.00.
Trial Continuance	Trial continuance appearance / handling: \$795.00.
Jury Trial	Jury trial is not included and requires a separate written jury-trial retainer agreement.

8. Costs and Expenses

Client agrees to pay all costs and expenses in addition to attorney fees, including filing fees, service of process, messenger and delivery fees, court reporter fees, interpreter fees, expert fees, investigation expenses, copy and printing charges, postage, mileage, travel, parking, lodging and meals where applicable, computerized legal research charges, writ fees, sheriff fees, skip tracing, advanced court fees, abstract of judgment, satisfaction of judgment, and 585/money judgment work if applicable.

Internal charges may include mileage at the IRS standard mileage rate, in-house printing/copying at \$0.25/page, faxing at \$0.50/page, postage at cost, computerized legal research at cost, and process server fees billed at \$150.00 per hour unless otherwise stated in the Fee Schedule.

9. Automatic Billing Authorization and Payment Method on File

Client authorizes Attorney to charge the payment method on file for: (a) initial flat fees and advance costs; (b) the \$995.00 basic contested eviction fee if the case becomes contested; (c) costs and expenses advanced by Attorney; and (d) additional services discussed with Client and authorized under this Agreement, including additional appearances, discovery, motion practice, deposition work, trial work, post-judgment work, and other authorized services.

Attorney will provide notice by email, text, invoice, or other written communication before processing an automatic charge. Unless otherwise stated in the notice, Client agrees that Attorney may process the charge 48 hours after notice is sent. Client agrees that Attorney is not required to obtain a new signature to charge the payment method on file for the \$995.00 basic contested eviction fee, authorized fees, or costs under this Agreement.

If Client initiates a chargeback, payment dispute, or reversal for authorized charges, Client must reimburse Fast Eviction Service for all time spent responding to the dispute, billed at \$250.00/hour, and all actual costs, including court fees, merchant penalties, collection costs, and related expenses. Interest accrues at 10% per annum where permitted by law. Fast Eviction Service may pursue collection or legal action.

Client Initial: _____

10. Truthfulness, Accuracy, and Client Responsibilities

Client represents and agrees that the New Case Information Sheet, Take Sheet, and all documents and facts provided are complete, accurate, and truthful. Fast Eviction Service relies entirely on this information. Concealment or omission of any material fact, including rent acceptance, habitability issues, unauthorized occupants, prior notices, ownership issues, subsidy issues, or communications from the tenant, may result in adverse outcomes for which Fast Eviction Service is not liable.

Client may be required to testify in court. Client must provide requested documentation promptly and fully and must update Fast Eviction Service immediately with any change in phone number, email, mailing address, management, ownership, method of payment, rent acceptance, habitability complaint, tenant document, notice, ownership issue, or subsidy-program involvement. Failure to cooperate constitutes grounds for suspension of services, withdrawal where permitted, or other action allowed by law and the Rules of Professional Conduct.

11. Civil Code Section 1954 Access Requirement and Habitability Compliance

Client affirms that, pursuant to California Civil Code Section 1954, Client has attempted entry within the past six (6) months, if applicable to the matter. Client must immediately notify Fast Eviction Service if rent is accepted after service of any notice, tenant provides new documents or information, habitability complaints are received, ownership or management changes, or a subsidy program intervenes.

Client acknowledges that Client is solely responsible for compliance with California habitability laws. Fast Eviction Service is not liable for delays, defenses, offsets, dismissals, adverse rulings, or case complications arising from habitability issues, nondisclosure, rent acceptance, ownership defects, notice defects caused by Client information, or other facts outside Attorney control.

12. Associated Counsel, Delegation, and Staff Communications

Fast Eviction Service may assign or delegate tasks to associated or affiliated attorneys, paralegals, law clerks, staff, vendors, process servers, and other professionals as reasonably necessary, including for research, discovery, court appearances, trial preparation, bankruptcy-related issues, federal matters, and other tasks. Client expressly authorizes such delegation, subject to Attorney independent professional judgment and applicable law.

Staff may provide procedural guidance only and do not provide legal advice unless authorized to do so by Attorney and applicable law.

13. Third-Party Payment of Legal Fees

If Client legal fees and/or costs are paid by a third party, Attorney confirms that there will be no interference with Attorney independent professional judgment toward Client or with the attorney-client relationship, and that Client information will be protected as required by California Business and Professions Code Section 6068(e)(1). Pursuant to California Rule of Professional Conduct 1.8.6, Client confirms that Client has been advised of the right to seek the advice of independent counsel regarding this disclosure.

Client agrees that Fast Eviction Service may communicate directly with the third party paying Client legal fees and/or costs when reasonably necessary for billing, payment, or administration, without waiving confidentiality beyond what is reasonably necessary for those purposes.

Client Initial: _____

14. Los Angeles County / City Disclosure

Client understands and accepts that evictions within the City or County of Los Angeles may be subject to extended timelines, mandatory settlement events, enhanced just-cause requirements, eviction moratorium effects, tenant protections, rental registration requirements, and other procedural requirements. These may result in delays, additional fees, additional appearances, or unfavorable results.

15. Settlement Authority

Attorney will not settle or compromise Client claims without Client prior approval. Client retains the right to accept or reject any settlement. Client understands that settlement negotiations, mandatory settlement conferences, stipulations, and related communications may be billable if not included in the initial flat-fee scope or the \$995.00 basic contested eviction fee.

16. No Guarantee

No comment, statement, estimate, timeline, or opinion from Attorney, staff, or Fast Eviction Service shall be interpreted as a promise or guarantee regarding outcome, possession, judgment, dismissal, settlement, trial result, attorney-fee recovery, timing, lockout date, tenant conduct, court action, sheriff action, or collectability. All discussions of expected results are opinions only.

17. Electronic Communication Consent

Client authorizes communication by email, text, phone, voicemail, fax, mail, client portal, electronic signature, and other commonly used communication methods. Client is responsible for monitoring communications and responding promptly.

18. Discharge, Withdrawal, and Suspension of Work

Client may discharge Attorney at any time. Attorney may withdraw with Client consent, for good cause, for nonpayment, failure to cooperate, conflict of interest, misrepresentation, conduct that renders representation unreasonably difficult, or as otherwise permitted by law and the Rules of Professional Conduct. Client remains responsible for all earned fees, incurred costs, and authorized charges through the date of withdrawal or discharge.

Fast Eviction Service may suspend non-urgent work if required fees, deposits, replenishments, documents, testimony, signatures, or client cooperation are not timely provided, subject to court rules, ethical obligations, and Attorney professional judgment.

19. File Retention and Duplicate Copies

At the conclusion of representation, Attorney may retain Client file for seven (7) years, after which Attorney may destroy the file unless otherwise required by law or separate written agreement. Requests for duplicate copies may incur a \$50.00 retrieval fee, plus applicable copying, postage, or administrative charges.

20. Fee Adjustments and Governmental Changes

Fees and costs may adjust based on governmental changes, court rule changes, filing-fee changes, sheriff-fee changes, process-server changes, statutory changes, administrative requirements, or similar changes affecting unlawful detainer practice, including but not limited to changes similar to SB 564 or successor legislation.

Client Initial: _____

21. Entire Agreement and Order of Terms

This Agreement, together with the attached Fee Schedule and any written case-specific quote signed or approved by Client, contains the entire agreement between Attorney and Client concerning this matter and replaces prior drafts or unsigned retainer forms for the same matter. Any modification must be in writing signed by both parties or confirmed by Attorney in writing and accepted by Client through payment, electronic approval, or written confirmation.

To the extent an attached Fee Schedule conflicts with this Agreement, the more specific fee term controls for that service. To the extent a later written quote conflicts with the general Fee Schedule, the later written quote controls for that quoted service only.

22. Credit Card / Payment Authorization Terms

Client and/or Cardholder voluntarily authorizes Fast Eviction Service to charge the payment method provided for all authorized fees, costs, expenses, advance costs, flat fees, contested-case fees, additional service fees, court-related fees, post-judgment fees, and other charges authorized under this Agreement.

Client understands and agrees that no refunds will be issued once services begin, including but not limited to document review, preparation of notices, drafting of pleadings, filing of complaints, case analysis, court preparation, communication regarding the matter, or other work performed by Fast Eviction Service, subject to any refund obligations required by applicable law.

Fast Eviction Service will provide advance notice of charges by phone, email, invoice, text message, or other written communication before processing charges, unless immediate action is reasonably necessary to protect Client's interests, comply with court deadlines, or prevent prejudice to the case.

This payment authorization remains active until revoked in writing. Revocation must be provided at least fifteen (15) days before the requested cancellation date. Revocation does not affect Client's responsibility for fees, costs, or services already authorized, incurred, earned, advanced, or performed before the revocation becomes effective.

Client and/or Cardholder represents that they are an authorized user of the payment method provided and agrees not to initiate chargebacks, payment disputes, reversals, or claims for any charge authorized under this Agreement.

If Client and/or Cardholder disputes an authorized charge, Client agrees to reimburse Fast Eviction Service for all time spent responding to or contesting the dispute, billed at \$250.00 per hour, plus all actual costs, merchant penalties, collection costs, attorney fees incurred to collect payment, and interest at ten percent (10%) per annum on unpaid amounts where permitted by law.

Any approved refund is subject to a four percent (4%) merchant processing deduction and a \$75.00 administrative processing fee, unless prohibited by applicable law.

Client Initial: _____

23. Payment Method Authorization

Cardholder Name: _____

Relation to Matter: _____

Billing Address: _____

Card Type: _____

Card Number: _____

Expiration: _____

CVV: _____

Email for Billing Notices: _____

I authorize Fast Eviction Service to charge the payment method listed above for all amounts owed in connection with this matter, including but not limited to flat fees, advance costs, court costs, filing fees, service fees, contested-case fees, the \$995.00 basic contested eviction fee if the matter becomes contested, additional service fees, appearance fees, discovery fees, motion fees, deposition fees, post-judgment fees, writ and sheriff lockout fees, replenishment deposits, merchant fees, administrative fees, chargeback-related fees, collection-related charges, and any other fees, costs, or expenses authorized under this Agreement, any attached Fee Schedule, or any written notice, invoice, quote, or authorization provided to Client. Client understands that this payment authorization is necessary to allow Fast Eviction Service to provide the fastest service possible, avoid delays, meet court deadlines, and prevent the case from being held up due to payment issues. Client understands and agrees that the payment method provided will be securely maintained on file until the case is closed, all authorized fees and costs have been paid in full, and any outstanding balance has been resolved. Fast Eviction Service will provide Client with at least twenty-four (24) hours' notice before charging the payment method on file, using both email and a phone call to the contact information provided by Client, unless immediate action is reasonably necessary to protect Client's interests, comply with court deadlines, or prevent prejudice to the case.

Cardholder Signature: _____

Date: _____

Client Initial: _____

24. Final Acknowledgment and Signatures

I declare under penalty of perjury that all information provided is true and correct. I acknowledge that I have read, understand, and accept all terms of this Master Unlawful Detainer Attorney-Client Retainer Agreement, including flat fee uncontested eviction and the basic contested eviction fee, automatic billing authorization, credit card authorization terms & fee schedule.

CLIENT

DATED: _____

Signature / By: _____

Print Name: _____

Address: _____

Telephone: _____

Email: _____

LAW OFFICE OF JOHN E. BOUZANE, APC

DATED: _____

By: _____

Title: _____

Client Initial: _____

Verification

STATE OF CALIFORNIA, COUNTY OF SAN BERNARDINO

I have read the foregoing SUMMONS AND COMPLAINT FOR UNLAWFUL DETAINER
_____ and know its contents.

☒ CHECK APPLICABLE PARAGRAPHS

☒ I am a party to this action. The matters stated in the foregoing document are true of my own knowledge except as to those matters which are stated on information and belief, and as to those matters I believe them to be true.

☐ I am ☐ an Officer ☐ a partner _____ ☐ a _____ of _____

a party to this action, and am authorized to make this verification for and on its behalf, and I make this verification for that reason. ☐ I am informed and believe and on that ground allege that the matters stated in the foregoing document are true, ☐ The matters stated in the foregoing document are true of my own knowledge, except as to those matters which are stated on information and belief, and as to those matters I believe them to be true.

☐ I am one of the attorneys for _____ a party to this action. Such party is absent from the county of aforesaid where such attorneys have their offices, and I make this verification for and on behalf of that party for that reason. I am informed and believe and on that ground allege that the matters stated in the foregoing document are true.

Executed on _____, at SAN BERNARDINO, California.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Type or print name

Signature

I request that a facsimile be accepted as an original pursuant to CRC 2.305(d), a signature hereon, in any, I produced by facsimile is admissible as an original.