

FAST EVICTION SERVICE

INSTRUCTIONS TO COMPLETE PACKET

Completely fill out the following pages: 3, 4, 5, 6, 8

Review, sign and date all other pages

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. Status calls are all handled after 2:00 p.m until 4:00 pm Monday - Friday.

lit@fastevict.com Trial Secretary handles all the trial cases.



FAST **EVICT** **ION** **SERVICE**

ASK US HOW AB-1482
AFFECTS YOU!!!!

AB 1482 (Assembly Bill 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.

Call our office today
909-889-2000

FastEvict.com / Law Group

474 W Orange Show Rd. San Bernardino, California 92408
Telephone: (800) 686-8686 • (909) 889-2000 • Facsimile: (800) 675-5002 • (909) 889-3900
Website: www.fastevict.com/evictions • Email: intake@fastevict.com

PLEASE ANSWER ALL QUESTIONS.

Any error could result in a dismissal or significant delay in your case which may result in additional costs / fees.

OWNERS INFORMATION:

NAME ALL INDIVIDUAL OWNERS OF THE PROPERTY: _____

HOW IS THE RENTAL / SUBJECT PROPERTY HELD?

☐ TRUST? ☐ LLC? ☐ CORP? ☐ PARTNERSHIP? ☐ INDIVIDUAL? ☐ SUBLEASE? ☐ OTHER? _____

BUSINESS/TRUST AND TRUSTEE NAME: _____

OWNERS ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

FAX NUMBER: _____ CELL PHONE: _____ ALT NUMBER: _____

EMAIL: _____

DOES TENANT KNOW THIS ADDRESS? YES ☐ --- NO ☐

PAYMENT FOR NOTICE ONLY:

CREDIT CARD #: _____ EXP Date: _____ CVV2: _____

CREDIT CARD BILLING ADDRESS: _____

DO YOU NEED A BUSINESS LICENSE? YES ☐ - NO ☐ COUNTY OR STATE BUSINESS IS REGISTERED IN:

HAS TITLE OR OWNERSHIP RECENTLY CHANGED? HAS MANAGEMENT RECENTLY CHANGED?

YES ☐ - NO ☐ YES ☐ --- NO ☐

IS YOUR PROPERTY SUBJECT TO RENT CONTROL? Is your property financed by federally backed mortgage loan (Freddie Mac or Fannie Mae)?"

YES ☐ - NO ☐ YES ☐ --- NO ☐

Manger / Agent Information (If Applicable) for Owner:

MANAGER ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

FAX NUMBER: _____ CELL PHONE: _____ ALT NUMBER: _____

EMAIL: _____

TENANTS INFORMATION:

ADDRESS WHERE TENANT PAY RENT TO / DIRECT DEPOSIT INFO: _____

EVICITION ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DO YOU NEED A PASSEY OR SECURITY CODE TO SERVE THE TENANT???

THE PASSCODE IS: _____

(If the client fails to provide access when needed there will be an additional process serving fee of \$40.00)

CELL PHONE: _____ ALT NUMBER: _____

ALT MAILING ADDRESS /POBOX/ DOOR # _____

DESCRIPTION OF PROPERTY: _____

TENANT NAMES/ALL OCCUPANTS OVER 18:

1.			
Age	Hair	Height	Weight
3.			
Age	Hair	Height	Weight
5.			
Age	Hair	Height	Weight

2.			
Age	Hair	Height	Weight
4.			
Age	Hair	Height	Weight
6.			
Age	Hair	Height	Weight

CURRENT MONTHLY RENT: _____ DUE DATE: _____ SECURITY DEPOSIT: _____

LATE RENT FEE: _____ PARAGRAPH OF LEASE THAT MENTIONS LATE FEES: _____

DOES YOUR TENANT RECEIVE SECTION 8 OR HOUSING ASSISTANCE OR ANY KIND OF RENTAL ASSISTANCE? YES ☐ - NO ☐

IF YES WHAT IS SECTION 8'S PORTION? _____ AND THE TENANTS PORTION? _____

IS ANY TENANT ON ACTIVE DUTY IN THE MILITARY? YES ☐ --- NO ☐

IF YOU HAVE NO WRITTEN AGREEMENT OR LOST IT, WHAT DATE DID YOUR TENANTS MOVE IN? _____

IF THE AGREEMENT HAS CHANGED SINCE MOVE IN WHAT DATE WAS IT CHANGED? _____

NOTICE INFORMATION:

Any Eviction based non-payment of rent, the landlord is required to apply for rental assistance and wait 20 business days prior to proceeding with an eviction. Please go to housingiskey.com for more details.

****FAILURE TO REVEAL HABITABILITY ISSUES NOW, COULD RESULT IN A POSSIBLE LOSS OF YOUR CASE!!!****

☐ 3 DAY PAY ☐ 3 DAY CURE/QUIT ☐ 30 DAY ☐ 60 DAY ☐ FORECLOSURE ☐ OTHER ☐

****ATTORNEY FEES CAN ONLY BE AWARDED WITH A WRITTEN AGREEMENT****

Rent Breakdown	Cure / Quit Notice Breakdown												
YOU CANNOT ASK FOR MORE THAN 12 MONTHS OF RENT	(please attach a copy of your lease or violation notice if applicable)												
PLEASE STATE EACH RENTAL PERIOD RENT IS OWED FOR	PLEASE GIVE US ALL THE DETAILS OF THE VIOLATIONS												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">JAN \$ _____</td> <td style="width: 50%;">JUL \$ _____</td> </tr> <tr> <td>FEB \$ _____</td> <td>AUG \$ _____</td> </tr> <tr> <td>MAR \$ _____</td> <td>SEP \$ _____</td> </tr> <tr> <td>APR \$ _____</td> <td>OCT \$ _____</td> </tr> <tr> <td>MAY \$ _____</td> <td>NOV \$ _____</td> </tr> <tr> <td>JUN \$ _____</td> <td>DEC \$ _____</td> </tr> </table>	JAN \$ _____	JUL \$ _____	FEB \$ _____	AUG \$ _____	MAR \$ _____	SEP \$ _____	APR \$ _____	OCT \$ _____	MAY \$ _____	NOV \$ _____	JUN \$ _____	DEC \$ _____	Have there been any rent increases --- YES ☐ NO ☐ If yes, please email a copy of the most recent rent increase: Verbal Rent Increases are not Valid and you may have a problem if the tenant never paid the increased amount. HAVE THE OCCUPANTS GIVEN YOU ANY NOTICES? YES ☐ - NO ☐ HAVE YOU SERVED ANY OTHER NOTICES? YES ☐ --- NO ☐
JAN \$ _____	JUL \$ _____												
FEB \$ _____	AUG \$ _____												
MAR \$ _____	SEP \$ _____												
APR \$ _____	OCT \$ _____												
MAY \$ _____	NOV \$ _____												
JUN \$ _____	DEC \$ _____												
Is the tenant acting or has the tenant recently acted in violation of any provision of the written rental agreement? ie. Unauthorized pets, drug dealing, disturbances of the peace, etc. YES ☐ --- NO ☐ What are the police report numbers for the incidents at the property? _____ Is the real property (tenancy) in foreclosure; has a Notice of Default or Notice of Sale been served? YES ☐ --- NO ☐ Did you purchase this property from a foreclosure sale; or subsequent to a foreclosure sale when the tenant was in possession of the unit at the time of the foreclosure sale? YES ☐ --- NO ☐ Did your tenant ever give you a COVID distress declaration and if so when was the last time they did?: _____ Have you or your tenant applied for the Emergency Rental Assistance Program. If yes please state when and outcome: Please describe: _____ _____													
Have you received notices or citations from Code Enforcement or the City? YES ☐ --- NO ☐ Have there been any habitability complaints made by the tenants within the last 6 months? YES ☐ --- NO ☐ HAVE YOU FILED A PREVIOUS CASE AGAINST THE OCCUPANTS? YES ☐ --- NO ☐ WHAT IS THE DATE YOU WERE LAST IN THE PROPERTY? _____ For 30/60 Day Notice cases: Have you accepted rent after the Notice Expires period? YES ☐ --- NO ☐													
Do you want protection against unknown tenants (Arietta)? YES ☐ --- NO ☐ This protection is highly suggested for large families or tenants with subtenants. Arietta protection ensures that all known and unknown occupants are evicted. Without Arietta protection there is a possibility that the tenants can delay the eviction by having an unknown third party file a fraudulent claim with the court which delays the eviction by an additional two weeks or more and also requires that the attorney attend a hearing with your paying an appearance fee. **For residential eviction cases accepting rent after the expiration of ANY notice to vacate will result in the case being dismissed.** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT, AND THAT IF CALLED AS A WITNESS I COULD DO SO COMPETENTLY. I AUTHORIZE THE LAW OFFICE TO INSERT THE APPROPRIATE INFORMATION ON THE LAW SUIT. BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE RETAINER AGREEMENT ON THE NEXT PAGE AND AM BOUND BY SAID RETAINER AGREEMENT.													

Date _____

SIGNATURE: OWNER/LANDLORD/AUTHORIZED AGENT

***THE NOTICE WILL REMAIN PROPERTY OF FASTEVICTION.COM / LAW GROUP, NO PROOF OF SERVICE WILL BE CREATED UNTIL THE FILING OF THE EVICTION.**

FastEvict.com / Law Group

474 W Orange Show Rd. San Bernardino, California 92408
Telephone: (800) 686-8686 • (909) 889-2000 • Facsimile: (800) 675-5002 • (909) 889-3900
Website: www.fastevict.com/evictions • Email: intake@fastevict.com

PLEASE ANSWER ALL QUESTIONS.

Any error could result in a dismissal or significant delay in your case which may result in additional costs / fees.

How long have you owned the property? _____
(If you are a management or third party service hiring our company, we will need all information regarding ownership included with the information you send us.)

What entity/ownership name is property held in? _____
(We rely solely on your information in order to file the legal documents properly.)

Has the title to the property changed since this tenant occupied the unit? Yes ☐ No ☐
(Example; transferring to an LLC, a trust, a corporation, or limited partnership)

Is the client that is starting the eviction case the owner ☐, the manager ☐, or the trustee ☐

If it is an LLC, a trust, a corporation, or limited partnership is it still active? Yes ☐ No ☐
(if the entity is suspended, please note you will need to make it active prior to proceeding with an Unlawful Detainer)

If the client just bought the unit did they give an ownership/management takeover letter? Yes ☐ No ☐
If so, when was it sent and when was the property purchased? _____

Have there been any changes to the terms? Such as the date rent is due, or the amount of rent, or any changes of the terms of tenancy? Yes ☐ No ☐
If so, was a new lease or agreement signed? Yes ☐ No ☐

Did the client buy the property with tenants in the unit? Yes ☐ No ☐
If so, was an estoppel certificate or lease given to the new owner? Yes ☐ No ☐

Does the city, county or municipality require a business license or a registration number? Yes ☐ No ☐
(If your property is in a City that requires yearly registration for rent control or any other business purpose for rentals, please send us a copy upon requiring our service for review.)

Is the client's/plaintiff's name on the rental agreement. The name the rent is paid to? Yes ☐ No ☐

What authority do they have to authorize the Unlawful Detainer? _____

How is rent paid: us mail, direct deposit, in person by Zelle: _____

If direct deposit, what bank do they pay to, routing #, account #, and is the nearest bank location within 5 miles of the property? _____

Does the client/landlord/plaintiff give a receipt or a copy of the ledger when rent is collected? Yes ☐ No ☐

Has anyone else moved into the rental unit since the tenancy began? Yes ☐ No ☐
If so, have you collected rent since this? Yes ☐ No ☐

Did any child or occupant turn 18 since the tenancy began? Yes ☐ No ☐

when is the last time the unit was inspected? _____

when has and is the last time occupant complained about repairs or filed a complaint with any government agency from code enforcement, to police to any other authority? _____

Fast Eviction Service

1900 W Redlands Ave #10909, San Bernardino, CA 92403

Telephone: (800) 686-8686 • Website: www.fastevict.com • Email: intake@fastevict.com

UNLAWFUL DETAINER ATTORNEY-CLIENT RETAINER AGREEMENT AND CREDIT CARD AUTHORIZATION

I hereby authorize **Fast Eviction Service**, including its principal and associate attorneys (hereinafter referred to as "**Fast Eviction Service**"), to charge the credit card listed below for any and all fees incurred for services rendered in connection with my eviction matter. I understand that I will receive prior notice of any charges via telephone or email.

Cardholder Name: _____

Cardholder relation to matter: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Card Type: ☐ Visa ☐ MasterCard ☐ Discover

Card Number: _____

Expiration Date: _____ **CVV Code:** _____

Client Email Address: _____

By signing this credit authorization form, I acknowledge and agree that I am authorizing payment for legal services rendered by **Fast Eviction Service**. I authorize Fast Eviction Service to manage and proceed with the Civil, Small Claims, Eviction, and/or Collection process as outlined in the Retainer Agreement.

I understand that once services have been rendered by Fast Eviction Service, no refunds will be issued.

This authorization shall remain in full force and effect until canceled in writing. I agree to notify Fast Eviction Service in writing of any changes to my account information or to revoke this authorization, with a minimum of 15 days' notice.

This authorization applies exclusively to the scope of services detailed in the Retainer Agreement. I certify that I am an authorized user of the credit card provided and will not initiate chargebacks or disputes for payments authorized under this agreement.

Notice: Fast Eviction Service, its principals, and associates will not provide proof of service for any notice unless retained to proceed with the unlawful detainer action. Notices are a product of Fast Eviction Service.

Additional Terms & Conditions: I understand that if I dispute any charges I have authorized, and **Fast Eviction Service** is required to contest the dispute, I will be responsible for all related fees and costs incurred by Fast Eviction Service. These costs will be billed at a rate of **\$250.00 per hour**, plus any actual expenses.

Due to credit card company refund policies, any approved refund will be subject to a **4% processing deduction** from the total amount refunded, in addition to a **\$75.00 administrative fee**.

Fee Disclosure & Custom Pricing: Fast Eviction Service provides a full breakdown of fees for all services related to Civil, Small Claims, Eviction, and Collection matters. A comprehensive fee schedule is included with this agreement for your review and acknowledgment.

Important Notice: For **uncontested residential eviction matters where the amount in controversy exceeds \$10,000** or **uncontested commercial eviction matters exceeding \$20,000**, pricing may vary based on case complexity. See attached fee chart.

Initial _____

Fast Eviction Service reserves the right to refuse service to any individual or entity at its sole discretion.

Eviction Retainer Terms and Client Acknowledgment

Property Owner Name: _____

Representative Name: _____

Eviction Address: _____

Client acknowledges and agrees that **Fast Eviction Service** and its attorneys are retained solely for representation in the uncontested eviction and/or collection matter specified in this agreement. Representation does **not** include settlement negotiations, obtaining waivers, or handling any counterclaims, affirmative actions, or related legal matters brought by the opposing party. Representation in any such related matter will require the execution of a **separate retainer agreement**.

Client agrees to pay fees for services related to eviction or collection matters as set forth in the attached **Fee Schedule**, which is incorporated herein by reference. All fees and advance costs related to the preparation, filing, or service of the Unlawful Detainer are **non-refundable** once preparation has begun, including receipt and review of any documents or upon filing. If any defendant files a responsive pleading, or if additional services outside the scope of an uncontested matter are required, Client agrees to pay the applicable charges as outlined in the **Fee Schedule**. Such fees shall become due and payable immediately upon the Law Office receiving notice of the pleading or upon commencement of the additional services. **Client acknowledges** receipt of, and agrees to, the attached **Fee Schedule**, which may be updated from time to time with notice to Client.

If Client fails to pay fees required under this Agreement, **Fast Eviction Service** shall have no obligation to proceed with the case, including, but not limited to, the filing of a **Writ of Possession with the Sheriff's Department**. No oral or written statements made by Fast Eviction Service or its attorneys shall be construed as a **guarantee of outcome**. All comments regarding potential outcomes are **opinion only**, and **do not constitute promises or assurances**. Estimates provided, including initial deposits or quoted fees, do **not represent flat fees**, nor do they serve as caps or guarantees. Actual legal fees and costs may vary depending on the course and complexity of the matter. A chart of fees is included with this retainer.

Client understands and agrees that if payment is made by credit card and a chargeback is initiated at any time, Client shall be responsible for **all legal fees and costs incurred by Fast Eviction Service to contest the chargeback**, billed at **\$250 per hour plus actual costs**.

Client acknowledges that attorney-client communications are generally **privileged and confidential**, but authorizes Fast Eviction Service to communicate with third parties, including individuals or entities paying legal fees on Client's behalf, when reasonably deemed beneficial to Client's representation. By signing this Agreement, Client affirms that they have submitted a completed **New Case Information Sheet** (Take Sheet), and that all information provided therein is true and accurate to the best of their knowledge. Client accepts full responsibility for the accuracy of this information. Fast Eviction Service will rely on this information in the preparation and prosecution of the Unlawful Detainer action.

Client understands that **Unlawful Detainer actions require detailed factual support**. The Client is solely responsible for providing all relevant facts and may be required to testify in court regarding the grounds for eviction. Client further acknowledges that **California's unlawful detainer laws have undergone significant changes in recent years**, increasingly favoring tenants and requiring greater diligence from landlords.

Concealment or omission of any material fact may negatively impact the outcome of the case, and Fast Eviction Service will **not be held liable** for any such result. Client acknowledges and assumes the inherent **risks of litigation**, and agrees that **all fees are non-refundable upon commencement of services**, regardless of outcome.

Initial _____

Pursuant to **California Civil Code §1954**, Client affirms that a **reasonable attempt to enter the dwelling** has been made within the past six months. If any rent or money is accepted after service of the eviction notice, **Client must immediately notify Fast Eviction Service**. Notices prepared by Fast Eviction Service are the **property of Fast Eviction Service / Law Group**, and **proof of service will not be issued unless the firm is formally retained for the Unlawful Detainer action**.

Date: _____

Client/Landlord Signature: _____

Best Contact Number: _____

Fast Eviction Service Schedule of fees

Notices

\$175.00 • Preparation of 3 Day Covenant Notice • Preparation of 3 Day Notice to Pay or Quit • Preparation of 3/3/60 Day Notice • Preparation of 30 Day Notice • Preparation of 60 Day Notice • Preparation of 7 & 14 Day Notice • Preparation of 90 Day Notice	\$250.00 • Preparation of 3/90 Day Notice (Foreclosure Notice) • Preparation of 30 Day Notice / Escrow • Preparation of 30 Day Notice Tenancy at Will • Preparation of Notice of Change of Terms of Tenancy • Preparation of 90 Day Section 8 Notice • Preparation of 5 Day Forcible Detainer Notice
\$350.00 • Preparation of 3 Day Commercial Notice • Preparation of 3 Day to Quit Notice	\$400.00 • Preparation of 60 Day w/ AB Exempt Notice \$425.00 • Preparation of 3 Day Covenant Notice w/ 3 Day to Quit

Evictions (Uncontested UD & Commercial UD)

\$1,195.00 • Uncontested Eviction – Riverside County • Uncontested Eviction – San Bernardino County	\$1,795.00 • Uncontested Eviction Over 10K • Uncontested Eviction – Imperial County • Commercial Uncontested Eviction – San Diego County
\$1,395.00 • Uncontested Eviction – LA County • Uncontested Eviction – Kern County • Uncontested Eviction – Orange County • Uncontested Eviction – Blythe • Uncontested Eviction – Joshua Tree • Commercial Uncontested Eviction – Riverside County • Commercial Uncontested Eviction – San Bernardino County • Commercial Uncontested Eviction – Orange County	\$1,895.00 • Uncontested Eviction Over 25K
\$1,595.00 • Uncontested Eviction – San Diego County • Commercial Uncontested Eviction – LA County • Commercial Uncontested Eviction – Kern County	\$1,995.00 • Commercial Uncontested Eviction Over 10K
	\$2,045.00 • Uncontested Eviction Over 35K
	\$2,095.00 • Commercial Uncontested Eviction Over 25K
	\$2,245.00 • Commercial Uncontested Eviction Over 35K

Appearances (Trial, Ex Parte, Jury)

\$495.00 • Trial Appearance (First Hour) – Riverside County • Trial Appearance (First Hour) – San Bernardino County • Ex Parte Trial Appearance – Riverside County • Ex Parte Trial Appearance – San Bernardino County • Trial Continuance (First Hour)	\$795.00 • Ex Parte Trial Appearance – Joshua Tree • Ex Parte Trial Appearance – Kern • Ex Parte Trial Appearance – Imperial County • Ex Parte Trial Appearance – San Diego County • Attorney to Appear at Deposition • Substitution In at Trial
\$595.00 • Trial Appearance (First Hour) – Orange County • Trial Appearance (First Hour) – Los Angeles County • Ex Parte Trial Appearance – Orange County • Ex Parte Trial Appearance – Los Angeles County • Trial Appearance (First Hour) – Joshua Tree • Trial Appearance (First Hour) – Blyth • Trial Appearance (First Hour) – Kern • Trial Appearance (First Hour) – San Diego County	\$1,750.00 • Jury Trial Appearances Full Day
	\$2,500.00 • Jury Trial Preparation
	\$7,500.00 • Jury Trial Retainer

Initial _____

Motions, Oppositions, & Related

\$1,500.00

- Bankruptcy Relief (B.K. Relief)
- Preparation of Summary Judgment Motion
- Preparation of Remand Motion

\$450.00

- Propound Discovery (Preparation)
- Preparation of Opposition to Defendant's Motion
- Respond to Discovery Propounded on Plaintiff (Owner)

Letters & Stipulations

\$350.00

- Preparation of Attorney Letters
- Preparation of Settlement Agreement
- Small Claims Service
- Reposting for Lock Out

\$375.00

- Summons & Complaint Service
- Preparation of Stipulations

\$75.00

- Small Claims Demand Letter

Discovery/Deposition

\$750.00

- Preparation of Deposition Responses

Administrative & Filing

\$15.00

- California Overnight Fee

\$50.00

- Pre-Judgment Claim (Delays Eviction 5 Days)

\$100.00

- Search for Debtor's Information

\$130.00

- Process Server Fee

\$142.50

- Issuance and Recording (Abstract)

\$150.00

- Posting Order

Other Services

\$215.00

- Sheriff Fee

\$265.00

- Red & Sheriff Service

\$575.00

- Declaration of Non Compliance

\$1,185.00

- Warehouseman Sale

\$175.00

- Third Party Claim

\$250.00

- Preparation of \$JGMT

\$175.00

- Renewal Costs

Initial _____

Extraordinary Costs, Additional Services & Communication Terms

Client understands and agrees that certain **extraordinary costs** may arise during the course of the unlawful detainer or collection process. These include, but are not limited to:

- Advanced court filing fees for motions
- Additional process server charges or repeated service attempts
- Sheriff re-posting fees
- Writ of Execution filing costs (for collections)
- Abstract of Judgment processing
- Postage and mailing fees
- Satisfaction of Judgment filings

Client has reviewed Fast Eviction Service's Schedule of Fees chart included in this agreement and agrees to pay all such costs as incurred

Should the tenant or tenant's attorney initiate **settlement negotiations**, request responses to **interrogatories**, or compel participation in **depositions** or extended court proceedings (including delays due to courtroom availability or trials exceeding one hour), such time will be billed as **extraordinary legal services**.

- Time spent by law office **staff** on these matters, including additional phone calls and case-specific inquiries, will be billed at **\$175 per hour**.
- Time spent **personally by an attorney** in response to Client's request (when outside the normal scope of service) will incur a **minimum fee of \$100**.
- Any time exceeding 15 minutes of attorney time will be billed at the rate of **\$250 per hour**.

Please note: Our staff is trained to handle standard case matters and procedural inquiries efficiently, but **cannot provide legal advice**. Clients requesting attorney involvement outside standard case milestones will be billed accordingly, as outlined above.

Attorney Fee Policy & Associated Counsel

Unless expressly arranged otherwise, the **full fee for a standard uncontested eviction** must be paid in advance. The initial **attorney fee of \$250, plus any applicable refund processing fees (4%)**, is deemed **earned in full** once the Summons & Complaint are prepared by Fast Eviction Service. These fees are **non-refundable** at that point.

Fast Eviction Service may, at its discretion, delegate tasks to **associated or closely affiliated attorneys** for services including but not limited to legal research, discovery, motion drafting, court appearances, trial preparation, jury or bench trials, and federal matters (including bankruptcy). By signing this agreement, Client expressly authorizes such delegation. In certain cases, a separate retainer agreement may be required.

File Retention Policy

Client files will be retained by the Law Office for a period of **no less than seven (7) years** following completion of representation. After that time, the file may be securely destroyed. Within that period, Client may request **one duplicate copy** of their file, subject to a **\$50 administrative retrieval fee**.

Fee Adjustments & Legal Disclosures

All legal fees, court costs, and administrative charges are **subject to change** at the discretion of Fast Eviction Service, especially in response to new laws or increased government-imposed costs. This includes, but is not limited to, **fee increases resulting from SB 564** and similar legislation affecting Sheriff and Marshal services. Fast Eviction Service will notify clients of any such increases as soon as practicable.

Acknowledgment of Truthfulness & Understanding

I declare under penalty of perjury that all information I have provided to Fast Eviction Service is **true and correct**, and that I am competent to testify to its accuracy in a court of law if necessary.

By signing below, I acknowledge that I have read, understood, and agreed to all terms set forth in this Retainer Agreement. I further understand that **eviction cases in the City or County of Los Angeles** may be **highly litigated** and subject to **moratoriums or tenant protections**, which may result in **settlement** or **unfavorable outcomes**. These risks are understood and accepted.

Electronic Communications Consent

By executing this agreement, I authorize Fast Eviction Service and its representatives to communicate with me via **email, fax, text message, and other forms of electronic communication** for matters related to my case.

☐ **I opt out of all electronic communication and request all case correspondence by mail only.** (*Client must check box to opt out.*)

Date: _____

Client/Landlord Signature: _____

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 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 transmission is admissible as an original

NAME, ADDRESS, AND TELEPHONE NUMBER OF ATTORNEY OR PARTY WITHOUT ATTORNEY:		STATE BAR NUMBER:	Reserved for Clerk's File Stamp
ATTORNEY FOR (Name): PLAINTIFF			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF			
COURTHOUSE ADDRESS:			
PLAINTIFF/PETITIONER:			
DEFENDANT/RESPONDENT:			
VERIFICATION BY LANDLORD REGARDING RENTAL ASSISTANCE—UNLAWFUL DETAINER			CASE NUMBER:

This form must be filed by the plaintiff with any request for default judgment in any unlawful detainer action seeking possession of residential property based on nonpayment of rent or any other financial obligation under a lease. It may also be used at other times as appropriate or when requested by a judicial officer.

1. The landlord of the property at issue in this case is (name):
2. All of the following statements are true:
 - a. Landlord has not received rental assistance or other financial compensation from any other source corresponding to the amount demanded in the notice underlying the complaint in this action.
 - b. Landlord has not received rental assistance or other financial compensation from any other source for rent accruing after the date of the notice underlying the complaint in this action.
 - c. Landlord does not have any pending application for rental assistance or other financial compensation from any other source corresponding to the amount demanded in the notice underlying the complaint in this action.
 - d. Landlord does not have any pending application for rental assistance or other financial compensation from any other sources for rent accruing after the date of the notice underlying the complaint in this action.

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

Dated: _____

(TYPE OR PRINT NAME)



(SIGNATURE)

(TITLE-- provide if signing on behalf of corporation or other business entity)

PLAINTIFF (Name): DEFENDANT (Name):	CASE NUMBER:
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4. ☐ **Other allegations** Plaintiff makes the following additional allegations: *(State any additional allegations below, with each allegation lettered in order, starting with (a), (b), (c) etc. If there is not enough space below, check the box below and use form MC-025, title it Attachment 13, and letter each allegation in order.)* ☐ Other allegations are on form MC-025.

5.. ☐ Number of pages attached *(specify)*:

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF PLAINTIFF OR ATTORNEY)

VERIFICATION

(Use a different verification form if the verification is by an attorney or for a corporation or partnership.)

I am the plaintiff in this proceeding and have read this complaint. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(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 transmission is admissible as an original.