

## FAST EVICTION SERVICE

### 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](mailto:intake@fastevict.com)

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

[status@fastevict.com](mailto:status@fastevict.com)

The open status department handles all status emails and calls. Status calls are all handled after 2:00 pm until 4:00 pm Monday - Friday.

[lit@fastevict.com](mailto: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:

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

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Business / Trust / Trustee Name:

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Owner Address:

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Email:

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Phone:

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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

Is the entity active? ☐ 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:

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Manager Address:

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Manager Contact Info:

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Has management recently changed? ☐ Yes ☐ No

### 3. Property Details

Rental Property (Eviction) Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Property Description:

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Gate/Passcode (if required): \_\_\_\_\_

Business license required? ☐ Yes ☐ No

Rent control? ☐ Yes ☐ No

Last inspection date: \_\_\_\_\_

Any habitability complaints? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

### 4. Tenant & Occupant Information

Primary Tenant Name:

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Additional Adult Occupants:

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Move-in Date: \_\_\_\_\_

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):

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Military Status ☐ Yes ☐ No

Section 8 / Assistance? ☐ Yes ☐ No

Voucher Portion: \_\_\_\_\_

Tenant Portion: \_\_\_\_\_

## 5. Lease & Terms

Written rental agreement? ☐ Yes ☐ No

Paragraph containing late fee clause: \_\_\_\_\_

Current Monthly Rent: \_\_\_\_\_

Due Date: \_\_\_\_\_

Security Deposit Amount: \_\_\_\_\_

Late Fee Amount: \_\_\_\_\_

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

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

## 6. Rent Payment Details

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

\_\_\_\_\_

If direct deposit – Bank Name:

\_\_\_\_\_

Routing #:

\_\_\_\_\_

Account #:

\_\_\_\_\_

Nearest branch within 5 miles?

\_\_\_\_\_

Does landlord give receipts? ☐ Yes ☐ No

Address where tenant pays rent:

\_\_\_\_\_

## 7. Rent Breakdown (Non-Payment Cases Only)

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

Any prior rent increases? ☐ Yes ☐ No

Have tenants given any notices? ☐ Yes ☐ No

Have you served any prior notices? ☐ Yes ☐ No

### 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:

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Police report numbers:

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Code enforcement involvement? ☐ Yes ☐ No

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

COVID distress declaration received? ☐ Yes ☐ No

ERA Application? Outcome:

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### 10. Foreclosure / Ownership Issues

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

### 11. Prior Legal History

Prior eviction cases filed? ☐ Yes ☐ No

Accepted rent after notice expiration? ☐ Yes ☐ No

Unknown-occupant protection (Arietta)? ☐ Yes ☐ No

## 12. Final Declaration & Signature

I declare under penalty of perjury that the information provided is true and correct.

**Client/Landlord Signature:** \_\_\_\_\_

**Client/Landlord name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Unlawful Detainer Attorney-Client Retainer Agreement & Credit Card Authorization

### Credit Card Authorization

I, \_\_\_\_\_ hereby authorize **Fast Eviction Service**, including its principal and associate attorneys ("Fast Eviction Service"), to charge the credit card listed below for any and all fees, costs, and expenses incurred in connection with my Civil, Small Claims, Unlawful Detainer, and/or Collection matter.

#### I understand and agree to the following terms:

1. **Voluntary Authorization**

I am voluntarily authorizing all charges under this Agreement.

2. **Non-Refundability**

No refunds will be issued once services begin, including but not limited to:

- a. review of documents
- b. preparation of notices
- c. drafting of pleadings
- d. filing of complaints
- e. case analysis

3. **Advance Notice**

All charges will be preceded by notice via phone or email.

4. **Continuous Authorization**

This authorization remains active until revoked **in writing**, with at least **15 days' notice**.

5. **Chargeback Prohibition**

I am an authorized user of the card and will **not** initiate chargebacks for authorized charges.

6. **Chargeback Consequence Clause (Strengthened)**

If I dispute an authorized charge:

- a. I agree to pay Fast Eviction Service **\$250/hr** for all time spent contesting the dispute,
- b. plus **all actual costs**,
- c. plus **10% annual interest** on unpaid amounts,
- d. plus **any attorney fees** Fast Eviction Service incurs to collect payment.

7. **Refund Processing Fees**

Any approved refund is subject to:

- a. a **4% merchant processing deduction**, and
- b. a **\$75 administrative fee**.

**Client/Landlord Signature:**

**Date:**

\_\_\_\_\_  
Client Initial



## Cardholder Information

Cardholder Name \_\_\_\_\_

Relation to Matter \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Type ☐ VISA ☐ MASTERCARD ☐ DISCOVER

Card Number \_\_\_\_\_

Expiration \_\_\_\_\_ CVV \_\_\_\_\_

Client Email \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_  
Client Initial

## Unlawful Detainer Attorney-Client Retainer Agreement

### 1. Scope of Representation

Client retains Fast Eviction Service solely for services related to the **uncontested** Unlawful Detainer and/or Collection matter identified below:

Owner/Landlord Name: \_\_\_\_\_

Representative (if applicable): \_\_\_\_\_

Eviction Property Address: \_\_\_\_\_

**This Agreement does NOT include, and expressly excludes:**

- settlement negotiations
- obtaining waivers
- responding to counterclaims
- filing affirmative actions or cross-complaints
- civil litigation beyond eviction
- appeals
- anti-SLAPP issues
- bankruptcy representation
- habitability defense litigation
- defense of claims brought by tenants
- jury trials or extended bench trials
- travel time, waiting time, interpreter issues
- mandatory settlement conferences
- post-judgment collections or enforcement

A separate retainer agreement will be required for any of the above services.

Fast Eviction Service may communicate with third parties paying fees on Client's behalf when reasonably necessary.

### 2. Mandatory Fee Terms & Non-Refundability

Client agrees to the attached **Fee Schedule**, incorporated fully into this Agreement.

**Client understands and agrees that:**

- All fees and advance costs become **non-refundable** immediately upon commencement of services, including:
  - document review
  - notice preparation
  - legal drafting
  - filing
  - case strategy
- If any defendant files a **responsive pleading** (Answer, Motion, Demurrer, Claim of Right to Possession, etc.), Client must immediately pay all contested-case fees listed in the Fee Schedule.
- Fast Eviction Service may **cease work** if required fees remain unpaid.

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Client Initial

- No comment or statement from Fast Eviction staff shall be interpreted as a guarantee of any outcome. All discussions of expected results are opinions only.

### 3. Truthfulness, Accuracy & Client Responsibilities

Client represents and agrees:

- The New Case Information Sheet ("Take Sheet") is 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, or ownership issues—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.
- Client must update Fast Eviction Service **immediately** with any change in:
  - phone number
  - email
  - mailing address
  - management/ownership
  - method of payment

**Failure to cooperate constitutes grounds for immediate suspension of services.**

### 4. Civil Code §1954 Access Requirement

Client affirms that pursuant to California Civil Code §1954, they have attempted entry **within the past six (6) months**.

Client must notify Fast Eviction Service immediately if:

- rent is accepted after service of any notice,
- tenant provides new documents, notices, or information,
- habitability complaints are received,
- ownership or management changes,
- a subsidy program intervenes.

Process server fees are billed at \$150 per hour.

### 5. Extraordinary Costs & Additional Services

Client acknowledges responsibility for all extraordinary costs, including:

- additional process server attempts
- skip tracing
- advanced court filing fees
- sheriff re-posting fees
- writ of possession
- writ of execution
- abstract of judgment
- satisfaction of judgment
- postage, mailing, and messenger service

**Billing Rates:**

- Staff time: **\$175/hr**
- Attorney time: **Minimum \$100 (15 minutes)**, then **\$400/hr** thereafter

- Time waiting in court, extended hearings, settlement discussions, depositions, or responding to discovery is billable as extraordinary legal services.

Staff may provide procedural guidance only—not legal advice.

## 6. Attorney Fee Policy & Associated Counsel

- The initial attorney fee of **\$400** becomes **earned in full** once the Summons & Complaint are prepared.
- Fast Eviction Service may assign or delegate tasks to associated or affiliated attorneys, including:
  - research
  - discovery
  - court appearances
  - trial preparation
  - bankruptcy-related issues
  - federal matters
- Client expressly authorizes such delegation.
- Certain matters may require a separate retainer agreement.

## 7. Habitability Compliance

Client acknowledges they are solely responsible for compliance with California habitability laws.

Fast Eviction Service is not liable for:

- delays,
  - defenses,
  - offsets,
  - case dismissals
- arising from habitability issues.

## 8. File Retention Policy

- Files are retained for **seven (7) years**.
- Requests for duplicate copies incur a **\$50 retrieval fee**.
- **Our Fees may adjust pursuant to governmental changes (e.g., SB 564).**

## 9. Chargebacks, Disputes & Fee Liability

If Client initiates a dispute for authorized charges:

- They must reimburse Fast Eviction Service for all time spent (billed at **\$250/hr**).
- They must reimburse all actual costs, including court fees and merchant penalties.
- Interest accrues at **10% per annum**.
- Fast Eviction Service may pursue collection or legal action.

## 10. Los Angeles County Disclosure

Client understands and accepts:

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

These may result in delays or unfavorable results.

## 11. Electronic Communication Consent

Client authorizes communication via:

- email
- text
- phone
- voicemail
- fax

## 12. Final Acknowledgment & Signature

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 Retainer Agreement.

**Client/Landlord Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Best contact phone number:**

\_\_\_\_\_

## Fast Eviction Service — Schedule of Fees

### Notices

<p><b>\$175.00</b></p> <ul style="list-style-type: none"> <li>• Preparation of 3 Day Covenant Notice</li> <li>• Preparation of 3 Day Notice to Pay or Quit</li> <li>• Preparation of 3/3/60 Day Notice</li> <li>• Preparation of 30 Day Notice</li> <li>• Preparation of 60 Day Notice</li> <li>• Preparation of 7 &amp; 14 Day Notice</li> <li>• Preparation of 90 Day Notice</li> </ul>	<p><b>\$250.00</b></p> <ul style="list-style-type: none"> <li>• Preparation of 3/90 Day Notice (Foreclosure Notice)</li> <li>• Preparation of 30 Day Notice / Escrow</li> <li>• Preparation of 30 Day Notice Tenancy at Will</li> <li>• Preparation of Notice of Change of Terms of Tenancy</li> <li>• Preparation of 90 Day Section 8 Notice</li> <li>• Preparation of 5 Day Forcible Detainer Notice</li> </ul>
<p><b>\$350.00</b></p> <ul style="list-style-type: none"> <li>• Preparation of 3 Day Commercial Notice</li> <li>• Preparation of 3 Day to Quit Notice</li> </ul>	<p><b>\$400.00</b></p> <ul style="list-style-type: none"> <li>• Preparation of 60 Day w/ AB Exempt Notice</li> </ul> <p><b>\$425.00</b></p> <ul style="list-style-type: none"> <li>• Preparation of 3 Day Covenant Notice w/ 3 Day to Quit</li> </ul>

### Evictions (Uncontested UD & Commercial UD)

<p><b>\$1,195.00</b></p> <ul style="list-style-type: none"> <li>• Uncontested Eviction – Riverside County</li> <li>• Uncontested Eviction – San Bernardino County</li> </ul>	<p><b>\$1,795.00</b></p> <ul style="list-style-type: none"> <li>• Uncontested Eviction Over 10K</li> <li>• Uncontested Eviction – Imperial County</li> <li>• Commercial Uncontested Eviction – San Diego County</li> </ul>
<p><b>\$1,395.00</b></p> <ul style="list-style-type: none"> <li>• Uncontested Eviction – LA County</li> <li>• Uncontested Eviction – Kern County</li> <li>• Uncontested Eviction – Orange County</li> <li>• Uncontested Eviction – Blythe</li> <li>• Uncontested Eviction – Joshua Tree</li> <li>• Commercial Uncontested Eviction – Riverside County</li> <li>• Commercial Uncontested Eviction – San Bernardino County</li> <li>• Commercial Uncontested Eviction – Orange County</li> </ul>	<p><b>\$1,895.00</b></p> <p>Uncontested Eviction Over 25K</p> <p><b>\$1,995.00</b></p> <ul style="list-style-type: none"> <li>• Commercial Uncontested Eviction Over 10K</li> </ul> <p><b>\$2,045.00</b></p> <ul style="list-style-type: none"> <li>• Uncontested Eviction Over 35K</li> </ul> <p><b>\$2,095.00</b></p> <ul style="list-style-type: none"> <li>• Commercial Uncontested Eviction Over 25K</li> </ul> <p><b>\$2,245.00</b></p> <ul style="list-style-type: none"> <li>• Commercial Uncontested Eviction Over 35K</li> </ul>
<p><b>\$1,595.00</b></p> <ul style="list-style-type: none"> <li>• Uncontested Eviction – San Diego County</li> <li>• Commercial Uncontested Eviction – LA County</li> <li>• Commercial Uncontested Eviction – Kern County</li> </ul>	

**Law Office of John E Bouzane, APC DBA Fast Eviction Service**  
**1030 Nevada St, Suite 204, Redlands, CA 92374/PO Box 10909, San Bernardino, CA 92423**  
**intake@fastevict.com | (909)889-2000**

*Appearances (Trial, Ex Parte, Jury)*

<p><i>\$495.00</i></p> <ul style="list-style-type: none"> <li>• Trial Appearance (First Hour) – Riverside County</li> <li>• Trial Appearance (First Hour) – San Bernardino County</li> <li>• Ex Parte Trial Appearance – Riverside County</li> <li>• Ex Parte Trial Appearance – San Bernardino County</li> <li>• Trial Continuance (First Hour)</li> </ul> <p><i>\$595.00</i></p> <ul style="list-style-type: none"> <li>• Trial Appearance (First Hour) – Orange County</li> <li>• Trial Appearance (First Hour) – Los Angeles County</li> <li>• Ex Parte Trial Appearance – Orange County</li> <li>• Ex Parte Trial Appearance – Los Angeles County</li> <li>• Trial Appearance (First Hour) – Joshua Tree</li> <li>• Trial Appearance (First Hour) – Blyth</li> <li>• Trial Appearance (First Hour) – Kern</li> <li>• Trial Appearance (First Hour) – San Diego County</li> </ul>	<p><i>\$795.00</i></p> <ul style="list-style-type: none"> <li>• Ex Parte Trial Appearance – Joshua Tree</li> <li>• Ex Parte Trial Appearance – Kern</li> <li>• Ex Parte Trial Appearance – Imperial County</li> <li>• Ex Parte Trial Appearance – San Diego County</li> <li>• Attorney to Appear at Deposition</li> <li>• Substitution In at Trial</li> </ul> <p><i>\$1,750.00</i></p> <ul style="list-style-type: none"> <li>• Jury Trial Appearances Full Day</li> </ul> <p><i>\$2,500.00</i></p> <ul style="list-style-type: none"> <li>• Jury Trial Preparation</li> </ul> <p><i>\$7,500.00</i></p> <ul style="list-style-type: none"> <li>• Jury Trial Retainer</li> </ul>
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*Motions, Oppositions, & Related*

<p><i>\$1,500.00</i></p> <ul style="list-style-type: none"> <li>• Bankruptcy Relief (B.K. Relief)</li> <li>• Preparation of Summary Judgment Motion</li> <li>• Preparation of Remand Motion</li> </ul> <p><i>\$450.00</i></p> <ul style="list-style-type: none"> <li>• Propound Discovery (Preparation)</li> <li>• Preparation of Opposition to Defendant's Motion</li> <li>• Respond to Discovery Served on Plaintiff</li> </ul>
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*Letters & Stipulations*

<p><i>\$350.00</i></p> <ul style="list-style-type: none"> <li>• Attorney Letters</li> <li>• Settlement Agreement Preparation</li> <li>• Small Claims Service</li> <li>• Reposting for Lockout</li> </ul> <p><i>\$375.00</i></p> <ul style="list-style-type: none"> <li>• Summons &amp; Complaint Service</li> <li>• Preparation of Stipulations</li> </ul>
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**intake@fastevict.com | (909)889-2000**

*\$75.00*

- Small Claims Demand Letter

*Discovery / Depositions*

*\$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 Information

*\$130.00*

- Process Server Fee

*\$142.50*

- Issuance & Recording (Abstract of Judgment)

*\$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 Judgment

*\$175.00*

- Renewal Costs

**Client/Landlord Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Best contact phone number:**

\_\_\_\_\_

\_\_\_\_\_  
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 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