

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): _____

Business license required? ☐ Yes ☐ No

Rent control? ☐ Yes ☐ No

Last inspection date: _____

Any habitability complaints? ☐ Yes ☐ No

If yes, when and what?

4. Tenant & Occupant Information

All Tenant Names over the age of 18:

(Provide copies of IDs)

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):

Military Status ☐ 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)

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

6. Rent Payment Details

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

If direct deposit – Bank Name:

Routing #:

Account #:

Does landlord give receipts? ☐ Yes ☐ No

Address where tenant pays rent to if different:

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
(Copies will be required for filing)

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:

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

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.

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

Client/Landlord Signature: _____

Client/Landlord name: _____

Date: _____