

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

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 pm until 4:00 pm Monday - Friday.

lit@fastevict.com

Trial Secretary handles all the trial cases.

FAST **EVICTIION** **SERVICE**

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 **Mobilehome** property? (*circle one*) space or unit number _____

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: _____

(REV. 2/9/2025)

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: _____

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.
for property address : _____

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: _____

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 _____

Unlawful Detainer Attorney-Client Retainer Agreement

1. Scope of Representation

Client retains Fast Eviction Service solely for services related to the Unlawful Detainer matter identified below:

Owner/Landlord Name: _____

Representative (if applicable) : _____

Eviction Property Address: _____

This Agreement does NOT include, and expressly excludes:

- 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
- settlement negotiations and mandatory settlement conferences
- post-judgment collections or enforcement

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

Third Party Payment of Legal Fees

In the event that Client's legal fees and/or costs on this matter are paid by a Third Party, Attorney confirms that there will be no interference with Attorney's independent professional judgment toward Client or with the Attorney-Client relationship and that all Client information will be protected as required by California Business and Professions Code §6068(e)(1). Pursuant to California Rule of Professional Conduct 1.8.6, Client confirms that they have 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's legal fees and/or costs on this matter when reasonably necessary.

2. Mandatory Flat Fee Terms and Conditions

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 completion 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 are unpaid.
- **Authorization for Direct Deposit of Legal Fees Into Attorney's Operating Account.** Client has been advised pursuant to California Rule of Professional Conduct 1.15(b), that Client (1) has the right to require that the flat fee payment set forth above is to be deposited in Attorney's trust account until the fee is earned, and (2) is entitled to a refund of any amount of the fee that has not been earned in the event the representation is terminated or the services for which the fee has been paid are not completed. Client hereby waives the requirements of California Rule of Professional Conduct 1.15(b) as set forth above.

- 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
- jury trial,
- 585/money judgment

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.

Date _____

(Print)

(Signature)

FAST EVICTION SERVICE

Item Price List

April 20, 2026

Item	Description	Price
\$ JMT	PREPARATION OF \$ JUDGMENT	350.00
3 DAY COMM NOTICE	PREPARATION OF 3 DAY COMMERCIAL NOTICE	350.00
3 DAY COV NOTICE	PREPARATION OF 3 DAY COVENANT NOTICE	175.00
3 DAY COV NOTICE W/Q	PREPARATION OF 3 DAY COVENANT NOTICE W...	425.00
3 DAY PAY NOTICE	PREPARATION OF 3 DAY NOTICE TO PAY OR Q...	175.00
3 DAY QUIT NOTICE	PREPARATION OF 3 DAY TO QUIT NOTICE	350.00
3/3/60 DAY NOTICE	PREPARATION OF 3/3/60 DAY NOTICE	175.00
3/90 DAY NOTICE	PREPARATION OF FORECLOSURE NOTICE	250.00
30 DAY NOTICE	PREPARATION OF 30 DAY NOTICE	175.00
30 DAY NOTICE/ESCROW	PREPARATION OF 30 DAY NOTICE/ESCROW	250.00
30 DAY TENANCY AT WILL	PREPARATION OF 30 DAY TENANCY AT WILL	250.00
5 DAY FORCIBLE DETAINER ...	PREPARATION OF 5 DAY FORCIBLE DETAINER ...	250.00
60 DAY NOTICE	PREPARATION OF 60 DAY NOTICE	175.00
60 DAY NOTICE-AB EXEMPT	PREPARATION OF 60 DAY NOTICE-AB EXEMPT	400.00
7&14 DAY NOTICE	PREPARATION OF 7&14 DAY NOTICE	175.00
90 DAY NOTICE	PREPARATION OF 90 DAY NOTICE	175.00
90 DAY SECTION 8 NOTICE	PREPARATION OF 90 DAY SECTION 8 NOTICE	250.00
ABSTRACT	ISSUANCE AND RECORDING	150.00
ATTORNEY LETTER	PREPARATION OF ATTORNEY LETTER	350.00
B K RELIEF	BANKRUPTCY RELIEF	1,500.00
CONT TRIAL	TRIAL CONTINUANCE (FIRST HOUR)	495.00
COURIER	DOCUMENT RETRIEVAL FEE/COURIER FEE FOR	75.00
DEBTOR SEARCH	SEARCH FOR DEBTORS INFORMATION	150.00
DEC OF NON COMPLIANCE	DECLARATION OF NON COMPLIANCE	575.00
DEED-RETRIEVAL	RETRIEVAL OF PROPERTY DEED	50.00
DEPOSITION APPEARANCE	ATTORNEY APPEARANCE AT DEPOSITION	795.00
DEPOSITION RESPONSES	PREPARATION OF DEPOSITION RESPONSES	750.00
DISCOVERY	PROPOUND DISCOVERY	750.00
GLS	OVERNIGHT FEE	30.00
INSPECTIONS	INSPECTION OF RENTAL UNIT	200.00
JURY DEMAND	PREPARATION OF JURY TRIAL-NON REFUNDAB...	2,500.00
JURY TRIAL-POST TRIAL	JURY TRIAL POST TRIAL MOTIONS-NON REFUN...	1,500.00
JURY TRIAL RETAINER	JURY TRIAL RETAINER	13,500.00
JURY TRIAL RETAINER:JURY...	JURY TRIAL APPEARANCE- ALL DAY DEplete ...	1,750.00
MOTION -MOTION	OPPOSE AND APPEAR	945.00
MOTION FOR REMAND	PREPARATION OF MOTION FOR REMAND	1,500.00
MOTION FOR SUMMARY JUD...	PREPARATION OF MOTION FOR SUMMARY JUD...	1,500.00
NOTICE OF CHANGE OF TER...	PREPARATION OF NOTICE OF CHANGE OF TER...	250.00
NOTICE TO ENTER	24 HOUR NOTICE TO ENTER	95.00
OPPOSITION TO MOTION	PREPARATION OF OPPOSITION TO DEFENDAN...	450.00
PJC	PRE-JUDGEMENT CLAIM (DELAYS EVICTION 5 ...	50.00
POSTING ORDER	PREPARATION AND SERVICE OF POSTING ORD...	150.00
PROCESS SERVER	PROCESS SERVER FEE	130.00
RENEWAL COSTS	RENEWAL COSTS	250.00
REPOSTING	REPOSTING FOR LOCK OUT	350.00
RESPONSES	RESPOND TO DISCOVERY PROPOUNDED ON P...	450.00
SALE	WAREHOUSEMAN SALE	1,185.00
SHERIFF	SHERIFF FEE	215.00
SMALL CLAIMS	SMALL CLAIMS SERVICE	350.00
SMALL CLAIMS DEMAND	PREPARATION OF SMALL CLAIMS DEMAND LET...	150.00
STIPULATION	PREPARATION OF STIPULATION	375.00
SUB IN @ TRIAL	SUB IN AT TRIAL	795.00
SUB IN FOR COLLECTIONS	SUB IN FOR COLLECTIONS WITH JUDGMENT E...	250.00

FAST EVICTION SERVICE

Item Price List

April 20, 2026

Item	Description	Price
TRIAL/ BLYTHE	BLYTHE TRIAL APPEARANCE (FIRST HOUR)	795.00
TRIAL/JOSHUA TREE	JOSHUA TREE TRIAL APPEARANCE (FIRST HOU...	795.00
TRIAL/KERN COUNTY	KERN COUNTY- TRIAL APPEARANCE (FIRST HO...	795.00
TRIAL/LANCASTER	LANCASTER- TRIAL APPEARANCE (FIRST HOUR)	795.00
TRIAL/LOS ANGELES COUNTY	LOS ANGELES COUNTY TRIAL APPEARANCE (FI...	595.00
TRIAL/NEEDLES	NEEDLES TRIAL APPEARANCE (FIRST HOUR)	795.00
TRIAL/ORANGE COUNTY	ORANGE COUNTY TRIAL APPEARANCE (FIRST ...	595.00
TRIAL/RIVERSIDE COUNTY	RIVERSIDE COUNTY TRIAL APPEARANCE (FIRS...	495.00
TRIAL/SAN BERNARDINO CO...	SAN BERNARDINO TRIAL APPEARANCE (FIRST ...	495.00
TRIAL/SAN DIEGO COUNTY	SAN DIEGO COUNTY TRIAL APPEARANCE (FIRS...	795.00
TRIAL/VENTURA COUNTY	VENTURA COUNTY TRIAL APPEARANCE (FIRST...	695.00
UD COMMERCIAL OVER 10K	COMMERCIAL UNCONTESTED EVICTION OVER ...	200.00
UD COMMERCIAL OVER 25K	COMMERCIAL UNCONTESTED EVICTION OVER ...	300.00
UD COMMERCIAL OVER 35K	COMMERCIAL UNCONTESTED EVICTION OVER ...	400.00
UD COMMERCIAL/ BLYTHE	COMMERCIAL UNCONTESTED EVICTION BLYTHE	1,795.00
UD COMMERCIAL/ JOSHUA T...	COMMERCIAL UNCONTESTED EVICTION JOSH...	1,795.00
UD COMMERCIAL/ KERN CO...	COMMERCIAL UNCONTESTED EVICTION KERN ...	1,595.00
UD COMMERCIAL/ LOS ANGE...	COMMERCIAL UNCONTESTED EVICTION LA CO...	1,595.00
UD COMMERCIAL/ ORANGE ...	COMMERCIAL UNCONTESTED EVICTION ORAN...	1,595.00
UD COMMERCIAL/ RIVERSIDE	COMMERCIAL UNCONTESTED EVICTION RIVER...	1,395.00
UD COMMERCIAL/ SAN DIEG...	COMMERCIAL UNCONTESTED EVICTION SAN DI...	1,795.00
UD COMMERCIAL/NEEDLES	COMMERCIAL UNCONTESTED EVICTION NEEDL...	1,595.00
UD COMMERCIAL/SAN BERN...	COMMERCIAL UNCONTESTED EVICTION SAN B...	1,395.00
UD COMMERCIAL/VENTURA ...	COMMERCIAL UNCONTESTED EVICTION VENT...	1,795.00
UD OVER 10K	UNCONTESTED OVER10K/ ADDITIONAL FEE	200.00
UD OVER 25K	UNCONTESTED OVER 25K ADDITIONAL FEE	300.00
UD OVER 35 K	UNCONTESTED OVER 35 K ADDITIONAL FEE	400.00
UD/BLYTHE	BLYTHE UNCONTESTED EVICTION	1,595.00
UD/JOSHUA TREE	JOSHUA TREE UNCONTESTED EVICTION	1,395.00
UD/KERN COUNTY	KERN COUNTY UNCONTESTED EVICTION	1,395.00
UD/LOS ANGELES COUNTY	LOS ANGELES COUNTY UNCONTESTED EVICTI...	1,395.00
UD/NEEDLES	NEEDES UNCONTESTED EVICTION	1,595.00
UD/ORANGE COUNTY	ORANGE COUNTY UNCONTESTED EVICTION	1,395.00
UD/RIVERSIDE COUNTY	RIVERSIDE COUNTY UNCONTESTED EVICTION	1,195.00
UD/SAN BERNARDINO COUN...	SAN BERNARDINO COUNTY UNCONTESTED EV...	1,195.00
UD/SAN DIEGO COUNTY	SAN DIEGO COUNTY UNCONTESTED EVICTION	1,595.00
UD/VENTURA COUNTY	VENTURA COUNTY UNCONTESTED EVICTION	1,595.00
XPARTE TRIAL /ORANGE CO...	ORANGE COUNTY/XPARTE HEARING (FIRST HO...	595.00
XPARTE TRIAL/ JOSHUA TREE	JOSHUA TREE/TRIAL APPEARANCE (FIRST HOU...	795.00
XPARTE TRIAL/KERN COUNTY	KERN COUNTY/ TRIAL APPEARANCE (FIRST HO...	795.00
XPARTE TRIAL/LANCASTER	LANCASTER/ XPARTE HEARING (FIRST HOUR)	795.00
XPARTE TRIAL/LOS ANGELE...	LOS ANGELES COUNTY/XPARTE HEARING (FIR...	595.00
XPARTE TRIAL/RIVERSIDE C...	RIVERSIDE COUNTY/XPARTE HEARING (FIRST ...	495.00
XPARTE TRIAL/SAN BERNAR...	SAN BERNARDINO COUNTY/ TRIAL APPEARAN...	495.00
XPARTE TRIAL/SAN DIEGO C...	SAN DIEGO COUNTY/X PARTE HEARING (FIRST ...	795.00
XPARTE TRIAL/VENTURA CO...	VENTURA COUNTY/XPARTE HEARING	695.00

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