

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 **Comercial** 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? _____

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)

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 / Zelle / Cash / Other):

If direct deposit – Bank Name:

Routing #:

Account #:

Does landlord give receipts? Yes No

Address where tenant pays rent:

7. Rent Breakdown (Non-Payment Cases Only)

Please state each rental period rent is owed for:

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:

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.

Client/Landlord _____

Signature: _____

Client/Landlord name: _____

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 _____