



FAST
EVICTON
SERVICE

Fast Eviction Service

Eviction & Landlord Support Packet

Eviction Road Map

 800.686.8686

 1030 Nevada St. Suite 204
Redlands, Ca 92374

 [fastevict.com](https://www.fastevict.com)

Welcome To Fast Eviction Service

Thank you for trusting Fast Eviction Service with your matter.

Fast Eviction Service has proudly assisted California landlords, property managers, apartment communities, REO managers, and housing providers since 1979. With decades of experience and more than 100,000 matters handled, our office has developed the systems, procedures, and operational support necessary to help clients navigate one of the most difficult areas of property management.

Our office is built around efficiency, communication, and real-world landlord support. From preliminary notices and unlawful detainer filings to sheriff lockouts, collections, bankruptcy-related matters, and small claims support, our goal is to help move matters forward as efficiently and professionally as possible while keeping clients informed throughout the process.

What distinguishes Fast Eviction Service is simple: *We are a law firm, not a typing service.*

Our matters are supported by experienced legal staff and attorney oversight, giving clients confidence that their files are being handled by a professional office built around legal knowledge, operational systems, and landlord-focused service. We sincerely appreciate the opportunity to be of service.

About Fast Eviction Service

Serving California Landlords Since 1979

Fast Eviction Service has spent decades building a reputation for consistency, professionalism, and operational efficiency throughout California.

Our office works with:

- Independent landlords
- Apartment communities
- Property management companies
- Commercial property managers
- Mobile home park operators
- Institutional housing providers
- REO and asset management companies

Every day a property remains tied up in the eviction process can create financial strain, operational disruption, and unnecessary stress. Our office is structured to help clients move matters forward while maintaining clear communication and organized procedures throughout the life of the case.

Our Core Departments

Intake Department – intake@fastevict.com

Our Intake Department serves as the foundation for every new matter. This team (Angie, Fernando, Bri) gathers and reviews:

- Notices
- Proofs of service
- Rental agreements
- Ledgers
- Applications
- Rent increase documentation

The goal is to help ensure files begin with the information necessary to avoid preventable delays.

Eviction Department – status@fastevict.com, list@fastevict.com

Our Eviction Department (Carl, Lindsey, Jasmine) manages matters through the unlawful detainer process from filing through sheriff lockout. This includes:

- Court filings
- Service coordination
- Default processing
- Trial coordination
- Sheriff scheduling
- Status updates

For qualifying high-volume clients, online case update systems may also be available.

Collections & Small Claims Department – collect@fastevict.com, judgment@fastevict.com

Our Collections Department (Curi, Sheryl, Kayla) assists clients seeking recovery of:

- Unpaid rent
- Property damage
- Attorney fees where applicable
- Court-awarded judgments

Our office also assists with certain small claims matters and judgment recovery support.



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The Eviction Process

Understanding the General Process

Every eviction matter is different. The timeline of a case may vary depending on:

- County
- Court congestion
- Service issues
- Tenant response
- Trial availability
- Sheriff scheduling
- Bankruptcy filings

The following is a general overview of how most Southern California eviction matters proceed.

Step 1: Notice Is Served

The process generally begins with service of a legal notice. Examples may include:

- 3-Day Notice to Pay Rent or Quit
- 3-Day Notice to Perform Covenant or Quit
- 3-Day Notice to Quit

The notice creates the legal foundation for the unlawful detainer process.

Step 2: Unlawful Detainer Is Filed

If the issue is not resolved during the notice period, the unlawful detainer action may be filed with the court. At this stage:

- Court documents are prepared
- Filing fees are paid
- Summons and complaint are issued

Step 3: Tenant Is Served

The tenant must be legally served with the court paperwork. This begins the response period.

Step 4: Response Period

The tenant may:

- File an Answer
- File motions
- Attempt settlement
- Fail to respond

The direction of the case often changes significantly at this stage.

Step 5: Default Or Trial

If the Tenant Does Not Respond

The office may proceed with:

- Default paperwork
- Judgment requests
- Writ of possession issuance

This path is usually faster.

If the Tenant Responds

The matter may proceed toward:

- Trial
- Hearings
- Court appearances

This path often takes longer.

Step 6: Sheriff Process

Once possession is awarded:

- The writ is sent to the sheriff
- Sheriff fees are paid
- A 5-day notice to vacate is posted

Sheriff scheduling timelines vary significantly by county.



Step 7: Lockout

The sheriff restores possession to the owner or authorized representative.

At this point:

- Locks should immediately be changed
- Property should be documented
- Abandoned property procedures may apply

Important Notes About Timelines

Eviction timelines are estimates only. Delays may occur due to:

- Court Backlog
- Service Problems
- Tenant Filings
- Trial Continuances
- Sheriff Scheduling Delays
- Bankruptcy

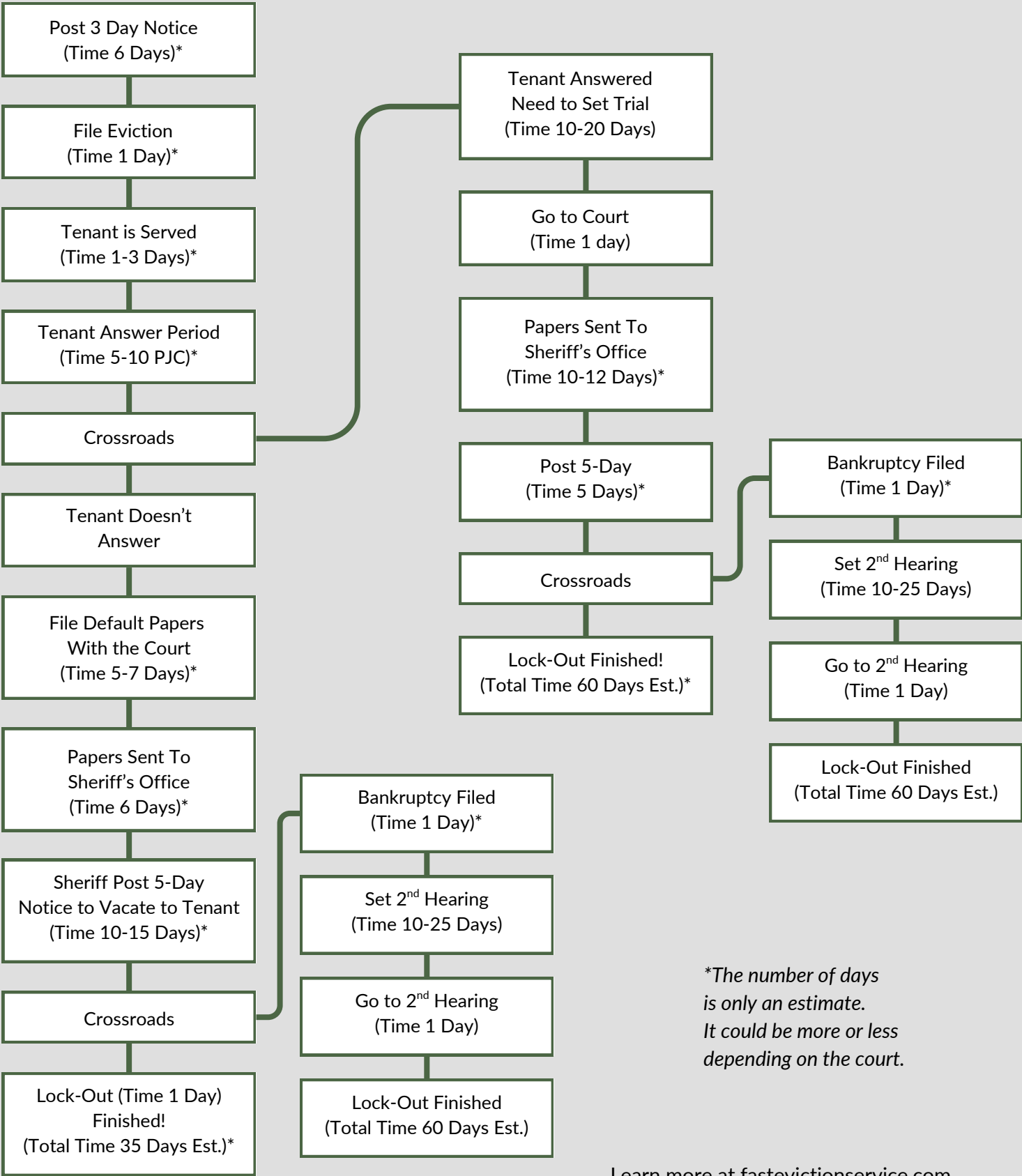
Winning possession in court does not immediately result in physical possession of the property.

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(909) 889-2000 | (800) 686-8686
intake@fastevict.com

Eviction Map

Eviction process and the different roads it can take, depending on what the tenant does or doesn't do.
***Depending on Court**



**The number of days is only an estimate. It could be more or less depending on the court.*

New Case Submission Checklist

To help avoid delays, please provide as many of the following items as possible when opening a new case.

Required Documents

- ☐ Notice served
- ☐ Proof of service
- ☐ Rental agreement
- ☐ Deed
- ☐ Ledger or payment history
- ☐ Rent increase notices
- ☐ Tenant applications
- ☐ Communication records
- ☐ Photographs/videos
- ☐ Prior agreements
- ☐ Police reports if applicable
- ☐ Supporting documentation

Provide Helpful Information

- ☐ Tenant phone numbers
- ☐ Email addresses
- ☐ Employment information
- ☐ Vehicle descriptions
- ☐ Emergency contacts
- ☐ Occupant information

Incomplete documentation is one of the most common causes of avoidable delays.

Sheriff Lockout Guide

Before The Lockout

Please prepare in advance. We strongly recommend:

- ☐ Scheduling a locksmith beforehand
- ☐ Bringing identification
- ☐ Arriving at least 15 minutes early
- ☐ Having keys available
- ☐ Bringing a phone capable of taking photos/video
- ☐ Preparing for immediate documentation of the premises

When The Sheriff Arrives

The sheriff controls the lockout process. If the tenant is present:

- The sheriff may allow limited time for essentials
- The tenant will generally be ordered to vacate
- Possession will then be restored to the owner or representative

If the tenant is not present:

- The sheriff may direct entry into the premises
- Possession will then be restored

Important Safety Rules

Do NOT:

- Argue with occupants
- Make side agreements
- Allow re-entry
- Threaten occupants
- Touch occupants
- Dispose of belongings prematurely

If something feels unsafe or unusual, contact law enforcement or our office immediately.

After Possession Is Restored

Immediately:

- ☐ Change or rekey locks
- ☐ Document the property thoroughly
- ☐ Take lots of photos, use your phone
- ☐ Photograph every room
- ☐ Record visible damage
- ☐ Get estimates to repair any damages
- ☐ Document abandoned belongings (*see abandoned guideline next page*)

Notify our office immediately if:

- There is extensive damage
- There are dangerous conditions
- There are unknown occupants
- The tenant attempts re-entry
- There are weapons or hazardous materials

If serious damages are discovered after an eviction, please contact our collections department as soon as possible to discuss the next steps. Our team can review the situation, help identify what documentation may be needed, and explain available options for pursuing recovery of unpaid rent, damages, or other amounts owed. Photographs, repair estimates, invoices, move-out inspection notes, and any supporting records can be helpful when evaluating the matter.

1-800-686-8686 – ask to speak to our collections department.

Abandoned Property Guidelines

If personal property remains after lockout, California abandoned property procedures may apply. General operational guidelines include:

- Inventorying remaining property
- Photographing belongings
- Providing required notice
- Safely storing property
- Following California disposal timelines

Do NOT immediately throw away belongings. Certain items may require:

- Additional notice
- Public sale procedures
- Law enforcement involvement

Vehicles, animals, medications, financial records, and hazardous materials require special handling.

Important Note About Property Value Thresholds

California abandoned property rules may change periodically.

Do not rely on outdated internet forms or prior packet language regarding disposal thresholds.

Always follow current office instructions and California requirements before disposing of property.

Security Deposit Guidance

California generally requires residential security deposit accounting within 21 days after vacancy or possession is restored.

This may include:

- Itemized deductions
- Supporting receipts or estimates
- Remaining balance refund
- Documentation supporting damages

Common Security Deposit Deductions

Potential lawful deductions may include:

- Unpaid rent
- Cleaning
- Damage beyond ordinary wear and tear
- Certain lease-authorized charges permitted by law

Best Practices For Security Deposit Documentation

We strongly recommend:

- Move-in photos
- Move-out photos
- Lockout photos
- Vendor invoices
- Repair records
- Written estimates
- Mailing proof via certified mail
- Ledger preservation

Documentation is one of the most important protections in deposit disputes. Download a copy of our FREE Security Deposit Disposition Letter [here](#):



DISPOSITION OF SECURITY DEPOSIT

[PER CCP 1950.5 (e)]

Apt. project: _____

Tenant's name: _____

Apt. address: _____

Forwarding address: _____

Date of 30 Day Notice received in writing: _____

Date apt. vacated: _____ Rent paid to date: _____

Monthly rental rate: \$ _____ Daily rental rate: \$ _____

Move-in date: _____ Total deposits rec'd: \$ _____

DEDUCTIONS FROM DEPOSIT

Rent owed to vacate \$ _____

Rent owed to 30 Day Notice \$ _____

Apt. cleaning \$ _____

Carpet cleaning \$ _____

Drapery cleaning \$ _____

Painting \$ _____

..... \$ _____

..... \$ _____

..... \$ _____

..... \$ _____

..... \$ _____

Total deductions: \$ _____

Total deposit received: \$ _____

Rent credit: \$ _____

Net refundable deposit to tenant: \$ _____

Balance due from tenant/landlord: \$ _____

Landlord:

If no forwarding address, mail to your vacated unit. If you are deducting \$125 or more, it is necessary to include receipts or estimates.

Important Information For Southern California Landlords

Court Delays

Some Southern California counties courts experience significant delays due to:

- High filing volume
- Staffing shortages
- Trial scheduling backlog

Sheriff Delays

Sheriff lockout scheduling varies significantly by county and workload.

Bankruptcy Filings

Bankruptcy filings may temporarily interrupt eviction proceedings and create additional hearings or delays.

Documentation Matters

The strength of a case often depends heavily on:

- Proper notices
- Accurate ledgers
- Consistent communication
- Organized records
- Professional documentation



Fee Sheet

NOTICE FEES: Type of Notice	Starting at
3 Day Commercial Notice	\$350.00
3 Day Covenant Notice with Notice to Quit	\$425.00
3 Day Pay or Quit Notice	\$175.00
3/3/60 Day Notice	\$175.00
30 Day Notice	\$250.00
30 Day Notice / Escrow	\$250.00
30 Day Tenancy at Will	\$250.00
5 Day Forcible Detainer Notice	\$250.00
60 Day Notice	\$250.00
60 Day Notice – AB Exempt	\$400.00
7 & 14 Day Notice	\$425.00
90 Day Notice	\$250.00
90 Day Notice Section 8	\$250.00
Foreclosure Notice – 3/90 Day Notice	\$250.00
Notice of Change of Terms of Tenancy	\$250.00
Notice to Enter	\$150.00

CONTESTED EVICTION FEES: Service	Starting at
Bankruptcy Relief	\$1,500.00
Dec of non-compliance	\$575.00
Deposition Appearance***	\$1,095.00
Deposition Responses	\$950.00
Propound Discovery Pro Per	\$450.00
Propound Discovery to Def Atty	\$950.00
Respond to Discovery – Per Set	\$450.00
Opposition Filing	\$595.00
Contested Eviction – 1 Court Appearance Included, Up to 1 Hour	\$995.00
Jury Preparation	\$2,500.00
Jury Trial at 4 hours	\$3,180.00
Jury Trial Retainer	\$13,500.00
Motion for Opposition	\$1,500.00
Motion for Remand	\$1,500.00
Motion Summary Judgment	\$1,500.00
Substitute in at trial	\$1,095.00
Additional Hourly Trial Appearance	\$795.00

EVICTION FEES: Unlawful Detainer Filing Amount	Starting at
Commercial UD under \$10,000*	\$1,795.00
Commercial UD \$10,000-\$25,000*	\$1,895.00
Commercial UD over \$25,000*	\$1,995.00
Residential UD under \$10,000*	\$1,595.00
Residential UD \$10,000-\$25,000*	\$1,795.00
Residential UD over \$25,000*	\$1,895.00
Retrieve Grant Deed	\$50.00

OTHER SERVICES: Service	Starting at
Abstract	\$250.00
Attorney Letter	\$495.00
Certified Mail	\$15.00
Defendant Locate Search	\$150.00
Express Mail	\$35.00
Inspections***	\$750.00
Money Judgment	\$450.00
Reposting Order	\$150.00
Posting Lock Out	\$250.00
Sheriff Lien Sale	\$1,195.00
Small Claims Demand Letter**	\$125.00
Small Claims Filing & Service*	\$425.00
Stipulation Prep Only – No Appearance Included	\$750.00
Sub-in Collections	\$250.00

* Service of documents includes service at one address only. If any defendant must be served at an additional address, a fee of \$75.00 will apply for each additional address.

**Demand letter for up to two defendants at a single address. If an additional letter must be sent, a fee of \$25.00 will apply to each additional letter.

*** Appearance includes locations within 45 miles of Redlands, California. If the deposition is outside this area, an additional travel fee will apply. Travel time will be charged at \$75.00 per hour, plus any reasonable parking, tolls, or mileage costs.

Fast Eviction Service

New Submission Fax Cover Sheet - Example

Eviction Intake Checklist & Document Checklist

Client Information

Date: _____
Submitted By: _____
Company / Property Management Firm: _____
Phone Number: _____
Email Address: _____

Preferred Contact Method:

- ☐ Phone
☐ Email

Property Information

Tenant Name(s): _____

Property Address: _____

City: _____
State: _____
ZIP: _____

Case Information

Type of Matter:

- ☐ Nonpayment of Rent
☐ Lease Violation
☐ Holdover / Expired Tenancy
☐ Unauthorized Occupant
☐ Mobile Home Matter
☐ Nuisance / Illegal Activity
☐ Commercial Eviction
☐ Collections
☐ Small Claims
☐ Other: _____

Download and fill out now!



Document Checklist

Please include as many of the following documents as possible to help avoid delays in processing.

Required Documents

- ☐ Notice Served to Tenant(s)
- ☐ Proof of Service of Notice
- ☐ Rental / Lease Agreement
- ☐ Rent Ledger / Payment History
- ☐ Tenant Application
- ☐ Rent Increase Notices
- ☐ Three-Day Notice Backup Documentation
- ☐ Photographs / Videos
- ☐ Prior Written Agreements
- ☐ Communication Records (texts/emails)
- ☐ Police Reports (if applicable)
- ☐ Prior Court Documents
- ☐ Utility Records (if applicable)

Additional Information

- ☐ Tenant Phone Number(s)
- ☐ Tenant Email Address(es)
- ☐ Employment Information
- ☐ Vehicle Information
- ☐ Emergency Contact Information
- ☐ Occupant Information
- ☐ Forwarding Address (if known)

Important Case Notes

Please provide any important facts, concerns, deadlines, safety issues, or unusual circumstances below:



Special Conditions

- ☐ Bankruptcy Filed or Threatened
- ☐ Active Utility Problems
- ☐ Property Damage
- ☐ Illegal Activity Concerns
- ☐ Animals Remaining at Property
- ☐ Vehicle(s) Remaining at Property
- ☐ Potential Violence / Safety Concerns
- ☐ Unknown Occupants
- ☐ Commercial Tenant
- ☐ Government Assistance / Section 8
- ☐ Other: _____

You can download or fill out the Eviction Package online too!



Submission Methods

Email Submission (Preferred): intake@fastevict.com

Office Information

Fast Eviction Service
Eviction Department | Law Office of John E. Bouzane, APC

1030 Nevada St. Suite 204
Redlands, Ca 92374

Telephone: (909) 889-2000
Toll Free: (800) 686-8686

Website: www.fastevictionservice.com

Important Notice

Providing complete and organized documentation helps our office review and process your matter more efficiently. Missing documents or incomplete information may delay review, filing, or recommendations regarding your case.

High-Volume Client Dashboard

For qualifying high-volume clients, Fast Eviction Service offers access to our exclusive High-Volume Client Dashboard. This secure online portal allows you to track the status of your cases in real time, submit inquiries directly to our team, access important case information, and utilize specialized landlord tools designed to streamline your workflow. If you regularly file multiple matters each month and would like to learn more about dashboard access and qualification requirements, please contact our office for additional information.

Visit the portal to learn more! fastevict.com/client-dashboard/



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Collections Services

Even after possession is restored, clients may still be owed substantial money.

Our office may assist with:

- Judgment recovery
- Collections support
- Wage garnishment coordination
- Bank levy support
- Post-judgment procedures
- Small claims assistance

The collection process typically begins with a review of the balance owed, supporting documents, and any available information about the former tenant. Our collections department will evaluate the file, confirm the amount being pursued, and determine the appropriate next steps. Depending on the matter, this may include demand efforts, payment arrangements, judgment collection, or other recovery options. The goal is to pursue the outstanding balance as efficiently as possible while keeping the client informed throughout the process.

Contact us and ask for our collections department at 1-800-686-8686

Need to start a Collections case? Download or fill out get agreement here:



fastevict.com/landlord-resources/collections-packet/

Small Claims Support

Small claims matters may be appropriate for:

- Property damage
- Unpaid balances
- Certain landlord disputes

Please retain:

- ☐ Leases
- ☐ Ledgers
- ☐ Communications
- ☐ Photos
- ☐ Invoices
- ☐ Repair documentation
- ☐ Estimates
- ☐ Witness information

The small claims support process typically begins with a review of the issue, supporting documents, and the amount being pursued. Our office can help organize the information needed to prepare the claim, explain the general filing process, and provide guidance on documentation that may be helpful, such as photos, invoices, lease agreements, notices, payment records, and inspection notes. The goal is to help clients present their matter in a clear, organized, and professional manner while understanding the basic steps involved in moving a small claims case forward.

Contact us and ask for our small claims department at 1-800-686-8686

Start your Small Claims case today!



[fastevict.com/landlord-resources/small-claims-packet /](https://fastevict.com/landlord-resources/small-claims-packet/)

Why Clients Continue To Choose Fast Eviction Service

- Serving California landlords since 1979
- Attorney-backed operational support
- High-volume experience
- Professional communication
- Southern California landlord focus
- Organized systems and procedures
- Responsive intake support
- Sheriff coordination experience
- Collections support available
- Real-world property management understanding

Contact Information

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YouTube



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Instagram



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Thank you again for considering Fast Eviction Service.

We understand the operational, financial, and emotional stress that difficult tenant situations can create for landlords and property managers. Our office is committed to helping clients navigate these matters with professionalism, communication, and experienced support.

We appreciate the opportunity to be of service.

-Fast Eviction Service
Trusted statewide. Attorney-backed.

