

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 ____

Do you collect utilities? ☐ Yes ☐ No – If yes, how much? _____

Do you collect monthly maintenance fees? ☐ Yes ☐ No – If yes, how much? _____

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)

Enter the rent amount owed for each month separately.

Only include the regular monthly rent amount that was due for that month. Do not include late fees, utilities, repairs, damages, security deposits, attorney fees, court costs, or any other charges. Do not enter one total for all months combined.

Example: January: \$1,500, February: \$1,000, March: \$1,500. Incorrect: \$4000 total. Correct: January \$1,500 / February \$1,000 / March \$1,500

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

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: _____