

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.

lit@fastevict.com

Trial Secretary handles all the trial cases.



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 ☐ Mobile home property? (check 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)

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

If Yes, what tenants are in the military and what branch of military: _____

Are they on active duty? ☐ 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)

Move-in Date: _____ Original Rental Amount When Tenant Moved in: _____

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

Prior eviction cases filed? ☐ Yes ☐ No

6. Rent Payment Details

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

If direct deposit – Bank Name:

Does landlord give receipts? ☐ Yes ☐ No

Address where tenant pays rent:

7. Rent Breakdown

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

If yes, give date(s) of all rental increases and amounts going back 24 months and include copy of notices:

Date Rent Increase Notice was served	Date New Rent Took Effect	Previous Monthly Rent	New Monthly Rent	Amount of Increase
		\$	\$	\$
		\$	\$	\$

Have tenants given any notices? ☐ Yes ☐ No

Have you served any prior notices? ☐ Yes ☐ No

Have you accepted rent after notice expiration? ☐ Yes ☐ No

Does your ledger above include any other fees besides rent? ☐ Yes ☐ No

Does the rental agreement require the tenant to pay any fees or charges in addition to monthly rent?
☐ Yes ☐ No

If yes, identify the charges and any outstanding amounts below:

Charge required by the rental agreement	Monthly amount	Months outstanding	Total amount outstanding
	\$		\$
	\$		\$

8. Reason for Notice/ Factual Basis

In your own words, please explain why you are requesting a notice. Describe the facts and what you are seeking to accomplish. If you are seeking possession, explain why you want the tenant to vacate. If you are seeking payment or correction of a violation, explain what the tenant has failed to pay or what conduct or condition must be corrected. Please describe the facts—do not simply identify a notice type.

Notice Type Requested, If Known:

- ☐ 3-Day Pay or Quit
- ☐ 3-Day Perform/Cure or Quit
- ☐ 30-Day Termination
- ☐ 60-Day Termination
- ☐ Foreclosure Notice
- ☐ Other: _____
- ☐ Unsure — Please Determine Appropriate Notice

Client Acknowledgment: Client understands that selecting or requesting a particular notice does not establish that the notice is legally available, appropriate, or sufficient. Fast Eviction Service will determine the appropriate notice, if any, based upon the facts and documents provided by Client and the laws applicable to the property and tenancy. Fast Eviction Service may request additional information or documents, recommend a different notice, or decline to prepare or serve a notice if the information provided does not support the requested notice.

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

If Yes provide ownership change date: _____

11. Rent Control/Just Cause/Local Ordinance Information

Many California rental properties may be subject to state, city or county rules involving rent control, rent stabilization, just cause eviction, tenant protection, relocation assistance, rental registration, inspection requirements, business licensing, or other administrative requirements.

Please answer the following questions to the best of your knowledge. If you do not know the answer, mark unknown.

A. Statewide Tenant Protection / AB 1482

Do you believe the property is subject to the California Tenant Protection Act, also known as AB 1482?

☐ Yes ☐ No ☐ Unknown

If no, why do you believe the property is exempt?

Do you have any AB 1482 exemption notice, lease disclosure or written notice that was provided to the tenant?

☐ Yes ☐ No ☐ Unknown

If yes, please provide a copy.

B. Local City or County Rent Control/Just Cause Rules

Does the city or county where the property is located have any local rent control, rent stabilization, just cause eviction, tenant protection, relocation, or rental housing ordinance?

☐ Yes ☐ No ☐ Unknown

If yes, identify the city, county, ordinance, rent board, or housing department if known:

Do you believe this property is subject to those local rules?

☐ Yes ☐ No ☐ Unknown

If NO, why do you believe the property is exempt? _____

C. Registration/Permit/Inspection/Fee Requirements

Does the city or county require rental registration, a rental permit, business license, inspection certificate, payment of rental housing fees, or any similar requirement before rent can be collected or before an eviction can be filed?

☐ Yes ☐ No ☐ Unknown

If YES, have all required registrations, permits, inspections, certificates, or fees been completed and paid?

☐ Yes ☐ No ☐ Unknown

Please provide copies of any registration, permit, license, inspection certificate, payment receipt or city/county approval.

12. Required Tenant Notices / Posting / Filing

Does the city, county, rent board, housing department, or other agency require any tenant rights notice, registration notice, rent board notice, or other document to be posted, served on the tenant, mailed, filed, reported, or uploaded before proceeding?

☐ Yes ☐ No ☐ Unknown

If YES, has this been completed?

☐ Yes ☐ No ☐ Unknown

Please provide copies and proof of posting, service, filing, mailing, upload, or agency submission if available.

D. Relocation / Rent Waiver Requirements

Are relocation payments, relocation assistance, rent waivers, moving expenses, or other tenant payments required for this notice or eviction?

☐ Yes ☐ No ☐ Unknown

If yes, have they been paid, offered, credited, or waived as required?

☐ Yes ☐ No ☐ Unknown

Please explain: _____

Client Acknowledgement

Client understands that Fast Eviction Service relies on the information provided by Client. Client is responsible for disclosing whether the property is subject to any state, city, county, rent control, just cause, relocation, registration, inspection, licensing, tenant notice, or other local ordinance requirements.

Client understands that failure to disclose accurate information or provide required documents may delay the case, prevent filing, increase attorney fees or costs, result in dismissal, or create defenses for the tenant.

Client Initials: _____

Final Client Declaration & Certification

By signing below, Client declares, acknowledges, and certifies that Client has reviewed and completed this entire Intake Packet, including all questions, answers, explanations, selections, and information contained on every page, and that the information provided is true, complete, accurate, and current to the best of Client's knowledge.

Client further certifies that Client has provided Fast Eviction Service with all documents and information reasonably requested or known by Client to be relevant to the tenancy or requested notice, including, where applicable, rental agreements and addenda, notices, rent ledgers, rent increases, ownership documents, communications with the tenant, government or agency notices, habitability or repair complaints, code-enforcement matters, subsidy or Section 8 information, and documents concerning rent control, just cause, exemptions, registration, relocation, or other requirements affecting the tenancy.

Client agrees that:

Client has not knowingly omitted, concealed, or misstated any material fact concerning the property, tenancy, tenant, ownership, requested notice, or reason possession is sought.

If Client does not know the answer to a question, Client has identified the answer as “Unknown” rather than guessing or making an assumption.

Fast Eviction Service is entitled to rely upon the information and documents provided by Client in evaluating, preparing, and serving any notice and in determining what additional information or review may be required.

Client understands that incomplete, inaccurate, outdated, or omitted information may affect the type or validity of a notice, require a notice to be revised or re-served, delay the matter, create defenses or claims for the tenant, increase fees or costs, prevent the filing of an unlawful detainer action, or contribute to dismissal or an unfavorable result.

Client will promptly notify Fast Eviction Service of any change or newly discovered information affecting the tenancy or notice, including payments received, communications or agreements with the tenant, changes in ownership, new occupants, acceptance of rent, repairs or habitability complaints, government notices, bankruptcy, litigation, or other material developments.

Client understands that requesting or selecting a particular notice type does not guarantee that the requested notice is legally appropriate or available. Fast Eviction Service will determine the appropriate notice, if any, based upon the information and documents provided and the applicable law.

Client understands that this certification applies to the entire Intake Packet and all documents and information submitted in connection with it, whether provided before, with, or after this signed packet.

Client/Landlord Signature: _____

Client/Landlord name: _____

Date: _____

Notice-Only Limited Scope Legal Service Agreement

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

Property Address: _____	Matter/File No.: _____
Client/Owner Name: _____	Intake Packet Date: _____
Notice Preparation Fee: _____	Service/Other Authorized Costs: _____

IMPORTANT - LIMITED NOTICE-ONLY ENGAGEMENT. Fast Eviction Service is being retained only for the notice services described below. This Agreement is not a general retainer and does not include filing or prosecuting an unlawful detainer action, court appearances, litigation, negotiations, or post-judgment work unless separately agreed in writing.

1. Parties and Limited Scope of Services

This Notice-Only Limited Scope Legal Services Agreement ("Agreement") is between Law Office of John E. Bouzane, APC, DBA Fast Eviction Service ("Fast Eviction Service" or "Firm") and the undersigned client ("Client"). Client retains Firm solely to evaluate the facts and documents supplied for the limited purpose of selecting, preparing, revising as reasonably necessary, and/or arranging service of the termination or other landlord-tenant notice identified through Firm review.

This engagement does not include filing or prosecuting an unlawful detainer action, answering or responding to tenant claims or defenses, appearing in court, conducting discovery, negotiating a settlement, collecting rent or a judgment, obtaining a writ or lockout, handling bankruptcy issues, or providing other legal services unless the parties enter into a separate written agreement.

2. Notice Type Is a Legal Determination

The Intake Packet records Client's requested objective and the facts Client provides concerning the tenancy. Any field labeled "Notice Type Requested" or similar is an intake request only and is not a legal determination that the requested notice is available. Client understands that requesting a "30-day," "60-day," "90-day," "3-day," or other notice does not establish that such notice is legally available. The number of days describes a notice period or procedure; it does not necessarily establish a lawful basis for termination. Firm, not Client, will determine which notice, if any, is appropriate within this limited engagement based on the Intake Packet, supporting documents, and any supplemental facts provided.

Firm may select a different notice than the one initially requested, request additional information, delay service pending clarification, or decline to prepare or serve a notice if the disclosed facts do not support the requested action or if additional legal review is reasonably required.

Client Initial: _____

3. At-Fault, No-Fault, and Claimed Exemptions

Client understands that California and local law may require a lawful just cause before a residential tenancy may be terminated. Depending on the property and tenancy, the basis may be at-fault, no-fault, or the tenancy may qualify for an exemption from a particular just-cause requirement. A state-law exemption does not necessarily eliminate local, federal, subsidy-program, lease, relocation, registration, or other requirements.

At-Fault Termination. An at-fault termination is based on tenant conduct, default, or another legally recognized tenant-based ground. Some grounds require a prior opportunity to cure or other preliminary notice before a termination notice may be used.

No-Fault Termination. A no-fault termination is not based on tenant wrongdoing and may carry additional requirements, including specific factual statements, relocation assistance or rent waiver, permits or supporting documents, restrictions on who may move in, and post-vacancy obligations. Client agrees to perform all owner obligations associated with any no-fault basis used.

Claimed Exemption. If Client contends that a tenancy or property is exempt from a state or local just-cause or rent-control requirement, Client must provide the ownership, entity, lease, exemption-notice, occupancy, and other facts and documents needed for Firm to evaluate the claimed exemption within this limited engagement.

4. Authority and Ownership

Client represents that Client is the owner, authorized agent, property manager, trustee, member, partner, corporate representative, or other person authorized to instruct Firm concerning the property. Client shall accurately identify the record owner and all relevant ownership entities, trusts, members, partners, beneficiaries, or intended occupants when those facts may affect the legal basis for the notice.

5. Intake Packet Incorporated by Reference; Client Certification

The Fast Eviction Service Intake Packet completed by Client for the property identified above, together with all documents submitted with the packet and any supplemental written factual responses requested by Firm, is incorporated into this Agreement as Client's factual representations and instructions for the Notice Services. The Intake Packet is intended to contain the detailed information concerning the owner, management, property, occupants, lease terms, rent and payments, prior notices, violations, ownership or foreclosure issues, rent control and just-cause issues, local requirements, relocation requirements, and other facts relevant to the matter. Those facts do not need to be repeated in this Agreement.

By signing this Agreement, Client certifies that the Intake Packet, its attachments, and all supplemental factual information provided to Firm are complete, accurate, current, and truthful to the best of Client's knowledge; that Client has not intentionally omitted a material fact; and that any answer marked "Unknown" is genuinely unknown. Firm may materially rely on that information in performing the Notice Services. Client understands that inaccurate, incomplete, outdated, or omitted information may cause the wrong notice to be selected, make a notice defective or void, require re-service, delay a future eviction, create tenant defenses or claims, increase fees and costs, or result in dismissal or loss of a future case.

6. Supplemental, Changed, or Conflicting Information

Client shall promptly provide any additional information or documents requested by Firm and shall disclose any fact that would make an answer in the Intake Packet incomplete, inaccurate, or misleading. If information in the Intake Packet conflicts with a lease, ledger, prior notice, ownership record, later email or text, verbal statement, or other document, Client must promptly identify the conflict and provide the correct information. Firm may

Client Initial: _____

suspend preparation or service until the discrepancy is resolved and may require written confirmation of the controlling facts.

Client further represents that the requested action is not for an unlawful, discriminatory, retaliatory, harassing, or self-help purpose and agrees not to lock out an occupant, shut off utilities, remove property, or otherwise attempt to obtain possession except through lawful procedures.

7. Limited Review; No Independent Factual Investigation or Comprehensive Litigation Opinion

Firm will perform the legal review reasonably necessary to provide the Notice Services within the agreed limited scope. Unless separately agreed in writing, Firm is not retained to conduct an independent factual investigation, title investigation, property inspection, comprehensive regulatory audit, or complete evaluation of every potential defense, affirmative claim, evidentiary issue, or litigation risk that could arise in a later unlawful detainer or other proceeding.

If information received during the Notice Services raises a material issue requiring work outside this limited scope, Firm may request documents, recommend additional legal review, quote an additional fee, or decline to proceed until the issue is resolved.

8. Use of Artificial Intelligence and Technology

Firm may use generative artificial intelligence, artificial-intelligence-enabled software, and other legal technology ("AI Tools") to assist Firm attorneys and personnel in providing legal services under this Agreement. Such uses may include legal research, document review, drafting, case analysis, quality control, factual organization, and administrative assistance.

AI Tools may increase efficiency, consistency, and the ability to review information; however, AI-generated information may be incomplete, inaccurate, or otherwise unreliable, and use of AI technology may present confidentiality, privacy, or information-security risks depending upon the particular system and manner in which it is used.

Firm will not delegate legal judgment, legal advice, or the practice of law to an AI Tool. An attorney remains responsible for the legal services provided to Client and retains responsibility for the exercise of independent professional judgment. AI-assisted legal work will be reviewed and, as appropriate, verified and corrected by Firm personnel before it is relied upon, served, filed, or otherwise used in Client's matter.

Firm will take reasonable measures to protect Client's confidential, personal identifying, privileged, and other nonpublic information when using AI Tools and will use such technology in a manner consistent with Firm's professional obligations concerning confidentiality and information security. This authorization does not permit Firm to disclose Client information in a manner that would otherwise violate those obligations.

Client acknowledges that Firm may use AI Tools as described above and **consents to such use** in connection with the representation. Client may notify Firm in writing of any specific restriction Client wishes to place on the use of AI in Client's matter. Firm will advise Client if the requested restriction cannot reasonably be accommodated or materially affects the scope, cost, or ability to provide the requested legal services.

General AI software or subscription expenses used as part of Firm's ordinary operations will not be separately charged to Client unless a matter-specific technology expense is disclosed and authorized in accordance with this Agreement.

Client Initial: _____

9. Client Review and Approval of Factual Information

Before service, Client shall promptly review the notice or notice information provided for approval and confirm that names, addresses, dates, rental amounts, tenancy facts, ownership facts, factual allegations, intended occupant information, and the stated factual reason for the notice are accurate. Client approval confirms the accuracy of facts supplied by Client; it does not transfer to Client responsibility for Firm legal drafting or legal conclusions.

10. Duty to Report Changes Before and After Service

Client shall immediately notify Firm of any material change occurring before service or during the notice period, including rent or other payments received, a new agreement or promise to the tenant, lease renewal or modification, rent increase, new occupant, ownership change, repair or habitability complaint, code-enforcement contact, subsidy issue, bankruptcy, tenant attorney communication, changed move-in/remodel plans, or other fact that may affect the notice.

Client should consult Firm before accepting rent, changing terms, making a side agreement, or taking other action after service because later conduct may affect the notice. Changed facts may require revision, cancellation, additional review, or re-service and may result in additional fees and costs.

11. Service of Notice

Client authorizes Firm to arrange service through a process server or other legally permitted method. Service at one address is included only to the extent stated on the applicable fee sheet. Additional addresses, difficult access, gated properties, multiple occupants, repeated attempts, stakeouts, rush service, special posting or mailing requirements, or other nonstandard service may result in additional charges disclosed to Client before the additional service is performed.

Firm does not control tenant availability, access conditions, process-server availability, weather, safety conditions, or other circumstances outside Firm control. Any quoted service-attempt timeframe is an estimate and not a guarantee of completed service.

12. No Guarantee of Outcome

Client understands that Firm cannot and does not guarantee any particular result. Firm makes no promise that a tenant will comply with a notice, pay any amount demanded, cure an alleged violation, voluntarily vacate, refrain from asserting defenses or claims, or that a court will later find the notice sufficient or enter judgment for possession. Results may depend on facts unknown when the notice is prepared, the accuracy and completeness of Client information, changes after preparation or service, applicable state and local law, evidence, service of process, tenant defenses, and judicial rulings.

This no-guarantee provision describes the inherent uncertainty of legal matters and is not intended to waive or prospectively limit any duty or liability that cannot lawfully be waived or limited.

13. End of Notice-Only Representation; No Automatic Filing

Unless otherwise agreed in writing, this representation ends after the authorized notice has been prepared and/or served and the available proof of service has been provided or made available to Client, or when Firm notifies Client that it will not proceed. Firm will not automatically file an unlawful detainer, monitor every deadline after expiration, appear at court, respond to a tenant or attorney, or take further action merely because the notice period expires. Client must separately contact Firm and enter into a new written agreement for additional services.

Client Initial: _____

14. Fees and Costs

Client agrees to pay the notice-preparation fee, service fee, mailing or posting costs, process-server charges, courier costs, approved research costs, rush charges, revision or re-service charges, and other authorized Notice Services shown in this Agreement, the Notice Fee Sheet, or a later written quote or authorization. Fees are earned only as legal services are performed, and costs are incurred as they arise. Any unearned advance fee or unincurred advance cost will be handled as required by applicable law.

If Client supplies materially different facts after work begins, changes the requested objective, asks Firm to analyze a newly raised tenant defense, requests a different notice, or requires substantial revision or re-service, that work may fall outside the original flat fee. Firm will advise Client of an additional fee or separate engagement before performing additional work that has not already been authorized.

15. Payment Authorization

Client and/or Cardholder authorizes Firm to charge the payment method separately provided to Firm for fees, costs, and expenses authorized by this Agreement, the Notice Fee Sheet, or a later written approval relating to Notice Services. No otherwise unauthorized additional charge will be processed without Client authorization. Authorization may be documented by signed agreement, email, text message, telephone confirmation memorialized by Firm, invoice approval, or other written communication.

Client or Cardholder may revoke future payment authorization in writing. Revocation does not cancel Notice Services already requested, terminate the attorney-client relationship by itself, or eliminate responsibility for fees earned, costs incurred, or authorized work performed before revocation becomes effective. Client agrees to contact Firm promptly regarding billing concerns and provide a reasonable opportunity to investigate and address them before initiating a payment dispute. Nothing in this paragraph waives any right that cannot lawfully be waived.

Payment Method Authorization (optional if payment is separately authorized through Firm billing system)

Cardholder Name: _____

Relation to Matter: _____

Billing Address: _____

Card Type: _____

Card Number: _____

Expiration: _____

CVV: _____

Email for Billing Notices: _____

16. Client Cooperation and Communications

Client shall respond promptly to requests for information, documents, approvals, service instructions, gate codes, unit numbers, or clarification. Firm may communicate with Client using the telephone number, email address, billing contact, or other contact information supplied by Client. Client is responsible for keeping that information current.

Client Initial: _____

17. Termination or Declination of Notice Services

Client may terminate the limited engagement at any time. Firm may decline or stop Notice Services when permitted by law, including when information is materially incomplete or inconsistent, Client does not cooperate, required fees or costs are not paid, a conflict or ethical issue arises, or Firm determines that the requested course should not be pursued. Any earned fees, incurred costs, and unearned advance amounts will be handled as required by law.

18. Entire Agreement; Electronic Signatures; Changes

This Agreement and the applicable Notice Fee Sheet contain the legal-service terms for the Notice Services. The Fast Eviction Service Intake Packet for the property identified above, its attachments, and any later written factual confirmations are incorporated by reference as Client's factual representations and instructions, but do not expand Firm's scope of services or alter fees unless Firm expressly agrees in writing. If the Intake Packet conflicts with this Agreement regarding scope, fees, or legal-service terms, this Agreement controls. If Client-provided factual information conflicts, Firm may pause work until Client confirms the controlling facts in writing. A notice type requested by Client does not control Firm's legal determination of the appropriate notice. Any material expansion of legal services must be agreed to separately in writing. Electronic signatures and counterparts may be used and shall be treated as originals to the extent permitted by law.

Client acknowledgment at signature: By signing below, Client also adopts and certifies the Intake Packet and supplemental factual information incorporated above, acknowledges the at-fault/no-fault and no-guarantee provisions of this Agreement, and authorizes Firm to rely on Client-supplied facts and documents in performing the Notice Services.

Client	Law Offices of John E. Bouzane, APC
Printed Name: _____	By: _____
Signature: _____ Date: _____	Date: _____

Client Initial: _____

Notice Fee Sheet & Service Terms

This Notice Fee Sheet is incorporated into the Notice-Only Limited Scope Legal Services Agreement for the same property and Intake Packet identified in that Agreement.

Type of Notice	Current Fee
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

Service Terms

Service at One Address. Unless otherwise quoted, service fees contemplate service at one address. If any tenant, defendant, or occupant must be served at another address, an additional fee of \$75.00 applies for each additional address.

Service-Attempt Timeframe. Firm will make a reasonable effort to initiate the first service attempt within 48 business hours after the completed intake packet and all requested documents have been received, the notice has been reviewed and prepared, required Client approval has been obtained, and all required fees have been paid.

No Guarantee of Completion. The 48-business-hour period is an estimated timeframe for the first attempt only and does not guarantee completed service within 48 hours. Weekends, court holidays, incomplete or inaccurate

Client Initial: _____

information, gated or inaccessible properties, incorrect addresses, process-server availability, tenant avoidance, safety concerns, severe weather, or other circumstances outside Firm control may delay service.

Questions, Access, and Additional Charges. If the process server encounters an issue or needs additional information, Firm will contact Client using the information supplied. Client must promptly provide accurate access instructions, gate codes, unit numbers, occupant information, and other information needed for service. Rush service, stakeouts, special access, repeated attempts, additional addresses, or other nonstandard service may require additional fees disclosed before the additional service is performed.

Revisions and Re-Service. If Client changes facts, supplies new documents, changes the requested objective, or asks to revise or re-serve a notice after preparation or attempted service, additional preparation and service charges may apply. If a notice is withdrawn because Firm later receives material information that should have been disclosed earlier, Client remains responsible for earned fees and incurred costs, subject to applicable law.

FIRM USE ONLY - Notice Selected / Basis Reviewed: _____

Reviewer: _____ Date: _____

Client Acknowledgment of Fee Sheet and Service Terms

Client acknowledges reviewing the fee schedule and service terms above and understands that the listed fee is for the identified Notice Services only. A later unlawful detainer action or other legal work requires a separate agreement and fee.

Client Printed Name: _____

Client Signature: _____ Date: _____

Client Initial: _____