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.

Important Instructions – Please Read Before Completing

At Fast Eviction Service, our goal is to process your case as quickly and efficiently as possible. Please complete every section of this intake packet thoroughly, truthfully, and accurately to the best of your knowledge, and provide all requested documents. Do not leave questions unanswered; if you are unsure, indicate "Unknown" rather than guessing. Missing, incomplete, or inaccurate information will delay the processing of your case, as our staff will need to contact you by email or telephone to request clarification or additional documentation before proceeding. Your cooperation in providing complete and accurate information from the beginning helps us avoid unnecessary delays and move your case forward as quickly as legally permitted.

FAST EVICTION SERVICE

Does AB 1482 Affect Your Eviction?

California's Tenant Protection Act (AB 1482) could affect your ability to evict a tenant — even if you own a single-family home.

AB 1482 establishes statewide restrictions on rent increases and requirements for terminating certain tenancies. Many landlords are unaware that these protections may apply to their rental properties.

BEFORE STARTING YOUR EVICTION, DID YOU KNOW?

- **Single-family homes are not automatically exempt.** Certain ownership and written disclosure requirements must be satisfied to qualify for an exemption.
- **Your lease may need an AB 1482 disclosure.** Missing required exemption language can affect your property's exempt status.
- **You may need a legally recognized reason to evict.** Covered tenancies generally require just cause after the applicable occupancy period.
- **Rent increases have limits.** AB 1482 generally caps annual increases at 5% plus inflation, not exceeding 10%, and local laws may impose stricter limits.
- **No-fault evictions may require relocation assistance.** Owner move-ins, substantial remodels, and certain other terminations have additional requirements.
- **Local laws may provide greater protections.** Your city's or county's regulations may apply even when your property is exempt from certain statewide requirements.

IMPORTANT — TAKE ACTION BEFORE WE PREPARE YOUR NOTICE

If you are unsure whether your property is exempt from AB 1482, whether your lease contains the required disclosures, or whether your reason for eviction is legally permitted, **please notify our office immediately.**

Failure to identify these issues before proceeding could result in delays, additional expenses, or an unsuccessful eviction.

FAST EVICTION SERVICE

Questions about AB 1482? Call 909-889-2000 and ask how California's Tenant Protection Act may affect your eviction.

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 ____

Important! If you check mobilehome, you must fill out section 3A below.

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: _____

A. Mobilehome / Manufactured Home / RV Information

Complete this section only if the property involves a mobilehome, manufactured home, mobilehome space, or recreational vehicle (RV). Otherwise, skip to Section 4.

Property Classification

Type of property or occupancy (select one):

☐ Mobilehome park ☐ Mobilehome on private property ☐ RV park ☐ RV on private property

☐ Other: _____

Mobilehome park name (if applicable): _____

HCD park identification number (if known): _____

Does the park have a current Permit to Operate? ☐ Yes ☐ No ☐ Unknown ☐ N/A

Mobilehome Ownership

Who owns the mobilehome or RV? ☐ Tenant / Occupant ☐ Landlord / Park Owner ☐ Third Party ☐ Unknown

Registered owner name: _____

Legal owner / lienholder (if different): _____

What does the occupant rent? ☐ Space only ☐ Home only ☐ Home and space ☐ Other: _____

Mobilehome Identification

Year: _____ Make: _____ Model: _____

Serial Number / VIN: _____

HCD Decal / Registration Number: _____ License Plate (if applicable): _____

Is the mobilehome currently registered? ☐ Yes ☐ No ☐ Unknown ☐ N/A

Special Mobilehome Circumstances

Is the mobilehome abandoned or believed abandoned? ☐ Yes ☐ No ☐ Unknown

Does anyone other than the tenant have an ownership or financial interest? ☐ Yes ☐ No ☐ Unknown

Has the mobilehome been sold or transferred during the tenancy? ☐ Yes ☐ No ☐ Unknown

Have written park-rule violations or government compliance notices been issued? ☐ Yes ☐ No ☐ Unknown

Additional Documents — Provide if Applicable

☐ Mobilehome Certificate of Title / HCD Registration ☐ Park Rules and Regulations

☐ Park Permit to Operate ☐ Separate Space Rental Agreement

☐ Purchase Agreement / Bill of Sale ☐ Lienholder / Legal Owner Information

☐ Prior Written Warnings / Park Violation Notices ☐ Government Inspection / Compliance Notices

All other tenant, rent, notice, payment, violation, and property information must be completed in the standard intake sections. Do not repeat that information here.

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 or Electronic Payment:

Bank Name:_____ Direct Deposit Account Number:_____

Note: Zelle, Venmo or other forms of ELECTRONIC payments must include the bank name and account number the funds are deposited to.

Does landlord give receipts? ☐ Yes ☐ No

Address where tenant pays rent:

_____

7. Rent Breakdown

Enter the rent amount owed for each month separately. Fast Eviction Service will ask for a rent ledger reflecting previous 24 months of rental payments.

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 all rent increase notices (not just previous 24 months):

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: _____