

EVICTION CASE - INTAKE FORM

1. Landlord/Agent Information:

Name of Legal Title Holder(s): _____

Your Full Name(s) & Title: _____

Address: _____

Phone Number: _____ Email Address: _____

2. Tenant(s) /Occupant(s) Information (do not include minors):

Name(s): _____

Address: _____

Unit/Floor No.: _____

Contact information: _____

When did occupant(s) move into the Property? _____

- 3. Attach a copy of Lease, if any;
- 4. Attach copy of any Notices served;
- 5. Amount of rent owed: \$ _____
- 6. Monthly rental amount: \$ _____
- 7. Amount of security deposit (if any): \$ _____
- 8. What portion of the rent, if any, is subsidized?: \$ _____
- 9. Provide a ledger/spreadsheet of months delinquent or list below:

| Month/Year: | Rent Due: | Rent Paid: | Balance Owed: |
|-------------|-----------|------------|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

10. Provide any additional relevant information (Attach additional page(s) if necessary):

11. Rental Assistance (not including Section 8):
Have you accepted any type of governmental rental assistance payments for this Property? Y/N: _____
If so, for what period of time?: _____