INTAKE FORM

Client Information:

Client's Name: _____

Client's Address: _____

_____

County: _____

Client's phone: Home: _____   Time to call: _____

Employer's Name: _____

Office: _____   Cell:_____

E-mail: _____

INTERVIEW QUESTIONS:

Defendant/Tenant Information

Name: _____

Address: _____   Apt. # _____

_____

Employer: _____

Employer's Address: _____

_____

Property Information

Owner of property: _____

Address of owner: (*If different than Plaintiff's*) _____

_____

Address of Property: (If different than Plaintiff's) _____

_____

Legal description of property: _____

_____

_____

_____

_____

Type of lease: _____ Oral   _____ Written (*obtain copy*)

Security deposit: @ _____ Held by: _____

Eviction Information

Reason:

____ Rent arrearage: Amount $ _____ Time period: _____

____ Lease violation: _____

_____

____ Other: _____

_____

Notice Information

14. Has Notice been served: _____ Yes (*obtain copy*) ___ No

15. Type of Notice: ____ 30 Day ____ 10 Day ____ 5 Day

___ Demand for immediate possession

___ Other: _____

_____

16. Process to be served at following address:

_____

_____

Miscellaneous

_____

_____

_____

_____

Items needed

Application
Lease contract
Ledger
Any notices/lease violations sent

<u>PLEASE BE PREPARED WITH ALL THE FOLLOWING INFORMATION FOR EACH CASE</u>

Judgement can be for POSSESSION and/or RENT ONLY – *NO FEES OR PENALTIES can be added*.

Client's Name: _____

How was the vacate notice delivered to the Defendant(s)/Tenant(s)?   _____

What is the monthly rent to be paid? As listed on the petition/lease? $_____

What portion of the rent is subsidized by a government agency? $_____

What government Agency subsidizes the above portion of rent? $_____

<u>Use the following formula to calculate the amount of rent only for the month court is to be held:</u>

For month of court. Divide monthly rent by number of days in the month.   (Ex. $900 / 30 = $30)
Multiply the previous amount by the numbered day of court – 1/27/2020.   (Ex. $30 X 27 = $810)

<u>Complete ALL months applicable:</u>
Please be sure to calculate **RENT ONLY**.

What is the full amount owed for January (31 Days)? $_____

What is the full amount owed for February (28/29 Days)? $_____

What is the full amount owed for March (31 Days)? $_____

What is the full amount owed for April (30 Days)? $_____

What is the full amount owed for May (31 Days)? $_____

What is the full amount owed for June (30 Days)? $_____

What is the full amount owed for July (31 Days)? $_____

What is the full amount owed for August (31 Days)? $_____

What is the full amount owed for September (30 Days)? $_____

What is the full amount owed for October (31 Days)? $_____

What is the full amount owed for November (30 Days)? $_____

What is the full amount owed for December (31 Days)? $_____

GRAND TOTAL OF RENT OWED $_____