

Other Services Requested

- Dismissal
- Writ of Restitution
- Satisfaction of Judgment
- Other _____

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WORK SHEET FOR FORCIBLE DETAINER

PLEASE PROVIDE THE FOLLOWING DOCUMENTS:
**SIGNED LEASE, LEDGER, 4 COPIES OF NOTICE(S),
RENTAL CONCESSION ADDENDUM,
CERTIFIED RECEIPT (IF APPLICABLE)**

FOR ATTY OFFICE USE ONLY	
PB	_____
RC	_____
NTC	_____
UT	_____
NSF	_____
OTHER	_____

Date: _____ Account #: _____

1. NAME OF COMPLEX **OR** MANAGEMENT/REALTY COMPANY:

2. LEGAL ENTITY - **REQUIRED** FOR ALL PROPERTIES AND COMPANIES
(EXAMPLE: LLC, CORPORATION, OR OWNER):

3. TYPE OF SERVICE NEEDED, CHECK APPROPRIATE BOXES:
- NON-PAYMENT (TENANT FAILED TO PAY RENT OR PAST DUE RENT)
 - NON-COMPLIANCE (TENANT VIOLATED LEASE PROVISIONS OR RULES OF COMPLEX)
 - HOLD-OVER (TENANT FAILED TO MOVE OUT AFTER 30-DAY NOTICE)
 - IMMEDIATE (DRUGS, GUNS, VIOLENCE, GANGS, PROSTITUTION, ETC.)

4. NAME OF ADULT TENANT(S) – ONLY LIST TENANTS WHO SIGNED LEASE: _____

5. APARTMENT NUMBER AND/OR ADDRESS: _____

6. MONTHLY RENT WITH TAX: \$ _____ UNCONCESSED

7. RENTAL DUE DATE: _____

8. UNPAID FROM (MONTH/YEAR): _____

9. PRIOR BALANCE: \$ _____

10. UTILITIES: \$ _____
IF NOT INCLUDED IN RENTAL VALUE

11. NOTICE FEE: \$ _____
IF ALLOWED BY LEASE

12. RENTAL CONCESSION/MOVE IN SPECIAL (PROVIDE SPECIAL PROVISIONS PAGE OF LEASE): \$ _____
(Do not include lease break, re-letting or termination fees – not recoverable thru FD action.)

13. LATE CHARGES: \$ _____ INITIAL CHARGE PLUS \$ _____ PER DAY AFTER THE _____

14. ARE LATE CHARGES, NOTICE FEES, AND UTILITIES INCLUDED IN NOTICE AMOUNT? _____

15. DATE OF SERVICE: _____ 16. METHOD OF SERVICE: _____
IF POSTED, YOU MUST ALSO CERTIFY MAIL

17. DOES **SECTION 8** OR OTHER SUBSIDIZED RENT APPLY TO THIS TENANT? _____ **IF YES**, HAVE YOU COMPLIED WITH THE LAWS, REGULATIONS, AND PROGRAM REQUIREMENTS GOVERNING THIS TENANCY? _____
Y/N PLEASE INITIAL

18. PLEASE SIGN THE FOLLOWING STATEMENT:

The above information is true and correct to the best of my knowledge and Landlord/Agent hereby states that the Landlord/Agent has not accepted a partial payment in the current rental period, or has a signed, written partial payment agreement (attached).

LANDLORD OR LANDLORD'S AGENTS SIGNATURE

PHONE NUMBER