**[](http://www.h3landlordlaw.com/)HULL, HOLLIDAY & HOLLIDAY PLC**

|  |
| --- |
| **SERVICES REQUESTED** |
| * EVICTION   *NEW CASE* |
| * DISMISSAL OF EVICTION   *CANCEL COURT (tenant paid prior to court)* |
| * WRIT OF RESTITUTION Tenant didn’t move out and need *CONSTABLE LOCKOUT* |
| * SATISFACTION OF JUDGMENT   *TENANT PAID AFTER COURT* |
| * MOTION TO SET ASIDE JUDGMENT   *YOU RESOLVED THIS FULLY WITH THE TENANT AND AGREE TO REMOVE JUDGMENT FROM RECORD* |

**Phone: (602) 230-0088 | Fax: (602) 230-7421**

**Email: evictions@h3landlordlaw.com**

**www.h3landlordlaw.com**

**WORKSHEET FOR FORCIBLE DETAINER**

**PLEASE PROVIDE THE FOLLOWING DOCUMENTS:**

* VERIFICATION FORM
* SIGNED LEASE (ONLY RELEVANT PORTIONS OF LEASE REQUIRED)
* 6 MONTH PAYMENT LEDGER
* NOTICE(S) (NON-COMPLIANCE **ONLY**: SEND ALL PREVIOUS NOTICES FOR THAT SAME ISSUE)
* CERTIFIED MAIL RECEIPT (IF APPLICABLE)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.NAME OF THE 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 or NONRENEWAL NOTICE)
* IMMEDIATE (DRUGS, GUNS, VIOLENCE, GANGS, PROSTITUTION, ETC.) \****INCLUDE CRIME FREE ADDENDUM\****
* OTHER (EXPLAIN):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.APARTMENT NUMBER AND/OR ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.MONTHLY RENT WITH TAX **(WITHOUT CONCESSIONS IF ANY)**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. RENTAL DUE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.UNPAID FROM (MONTH/YEAR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. PRIOR BALANCE: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10.UTILITIES: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 CHARGES **and** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER DAY AFTER THE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14.ARE LATE CHARGES, NOTICE FEES, AND UILITIES INCLUDED IN NOTICE AMOUNT? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15.DATE OF SERVICE OF NOTICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_16. METHOD OF SERVICE (**IF POSTED, YOU MUST ALSO CERTIFY MAIL)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

17.IS THE MORTGAGE FEDERALLY BACKED? □ YES □NO

18.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**

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 any rent since any breach notice was served, or has a signed, written nonwaiver agreement (attached).

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

LANDLORD OR LANDLORD’S AGENTS SIGNATURE BEST PHONE NUMBER and BEST EMAIL