

LANDLORD/TENANT CASE/CLIENT INTAKE SHEET

Client Contact Name: _____ Client Phone:() _____

Client Address: _____ Alternate Phone:() _____

Client E-Mail: _____

Owner Name: _____ Client Fax: () _____

Owner Spouse's Name: _____ Owner Phone:() _____

Owner Information (LLC, LLP, Corporation, Trust, Single Person, Married Separate Property, Married Marital Community Property): _____

Tenant's Name(s): _____ Tenant's Marital Status: _____

Tenant Spouse's Name: _____

Tenant's SSN/DOB: _____

Is Tenant or Any Dependant of the Tenant in Active Duty or Reserve Military Service? Yes: _____ No: _____

Leasehold Address & Unit No.: _____ Lease Enter Date: _____

Lease Term From _____ to _____

Are There Multiple Residence(s) at Property? Yes ___ No ___ Explain _____

Deposit Amount:\$ _____ Circle: Deposit (Security/Damage/Cleaning)

Monthly Rent Amount:\$ _____ Rent Due Date: _____

Rent Late After: _____ Late Fees:\$ _____

Rental Arrears: Date _____ \$ _____

Date _____ \$ _____

Date _____ \$ _____

Date _____ \$ _____

TOTAL:\$ _____

Tenant Default(s)/Basis for Action(Non Payment, Etc.): _____

Notice Served: _____ Notice Issue Date: _____

Manner of Service (Hand Delivered, Post and Mail): _____

Name of Client Contact Completing Form

Date

Signature

EMS/jjl/rw/lkg