

LANDLORD/TENANT CONTRACTS INTAKE

Name: _____
Last First Maiden

Address: _____

City, State, Zip

Telephone: _____ Email: _____

Employer: _____ Position: _____

Social Security Number: _____ DOB: _____

Driver's License No. _____

Education/Training: ☐ High School ☐ College ☐ Trade School ☐ Graduate

Emergency Contact: _____
Name Relationship Phone Number

Opposing Party Name: _____
Last First Maiden

Address: _____

Telephone: _____ Email: _____

Employer: _____ Position: _____

Attorney (if applicable): _____

1. Briefly explain the detailed scope of works to be carried out.

2. What is the name of the Landlord? If Company, please provide the full name.

3. What is the name of the Tenant? _____

4. What is the address of the property? _____

5. What is rented? (i.e. house, apartment, garage, parking space, contents, etc.)

If contents, please provide inventory.

6. Security deposit? If so, how much? \$ _____

7. Are utilities included in the rent? Yes No

If so, is the Tenant required to pay along with the rent or directly to the Utility Company?

8. What is the amount of rent and to whom is it paid?

\$ _____

9. If you are a tenant, is any of the monthly rent outstanding?

_____ Yes

_____ No, I am fully paid up.

10. Who is responsible for structural maintenance? _____

11. Who is responsible for surface maintenance? _____

12. What is the term of the proposed lease? _____

13. What is the notice period for termination of the Lease? _____

14. What is the nature of the dispute that has arisen between the Landlord and Tenant?

_____ Is the leased property currently in or in threat of foreclosure by a financial institution owing to non-payment?

_____ Is the Tenant alleging unlawful eviction?

_____ Has the Tenant's security deposit been withheld unlawfully and/or not returned?

_____ Is the Landlord seeking to increase the rent during the term of the Lease?

_____ Is the Tenant in arrears of the rent?

_____ Has the Tenant been subletting without permission or against the terms of the Lease?

_____ Improper or insufficient Notice given for termination

_____ Items missing from property inventory

_____ Tenant not getting quiet enjoyment of property

_____ Unpaid fines or charges for late payment of lease by Tenant

_____ Other: _____

15. Has a lawsuit been filed? Yes No

If yes, were the parties served? Yes No

16. Please tell us about any defenses you have or the other side may have to the payment on the contract, if applicable, i.e. improper service, mistaken identity, identity theft, statute of limitations, payment, amount disputed, lack of authority for plaintiff to sue, bankruptcy, unlicensed debt collector, or other excuse to contract enforcement or payment.

How did you hear about us? _____

Urgency:

☐ 1 (just investigating my rights) ☐ 2 ☐ 3 ☐ 4 ☐ 5(Critically Important)

Desired Outcome:

Acceptable Outcome:
