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EVICITION/ TENANT COLLECTION ACTION FORM

Please fax to 614-573-6617 or email to paralegal@leonbass.com

A. ACTUAL client's (property owner's) Name: _____

Landlord's /address: _____

Contact name /info: number: _____

Name Phone Fax Email

B. All known adult/legal age tenant(s) and social security number(s):

C. Exact & complete rental property address. Please include identifiers such as St., Ave., Ct., N, S, E, W, etc.:

D. Please indicate what action is being sought:

Eviction Action Only Collection Action Only Both Eviction and Collection Actions

E. List ALL month(s) past due rent and other fees owed, and TOTAL amount due, including all fees, damages, expenses, etc, **OR** attach a separate sheet or itemization:

F. I am enclosing copies of the following:

For an Eviction/Restitution Action:

- Agreements, including the lease(s) and renewals.
- Rental applications, photocopies of ID's, photocopies of checks.
- Pertinent notices, such as 3-day notice and other communications.

And at least one of the following:

- An affidavit as to the 3 day notice, late rent and possession and the, **or**
- A representative will be present at the hearing to testify that the Notice was served, rent is late and the tenant is still in possession of the property.

For a Collection Action:

- Evidence as to damages: repair orders, estimates, invoices, etc.

And at least one of the following:

- An affidavit as to the nature of the damages, **or**
- A representative will be present at the hearing to testify to the nature and extent of the damages, **or**
- I will sign/notarize an affidavit the day before the hearing.

The fee for filing an eviction is \$250.00 or \$259 if also filing collection action and also need certified & regular mail service in addition to bailiff service). This fee covers the Court's filing fees and attorney fee for the eviction filing and first court appearance. This does not cover the cost for a writ of restitution /"red-tag" (\$35), a set-out (\$45), subsequent attorney appearances, filings, motions, trials, or any fees/costs associated with a collection action. Further attorney time will be billed at \$185/hr. NOTE: if an Action to Collect Damages is filed as Count 2 to an Eviction Action, only one filing fee is required. If you have a collection action, it will be handled independently of the eviction by the Law Offices of Jeff Jordan pursuant to your agreement with that firm. If the eviction action is for other than non-payment of rent, please contact this office for a review of the action. Please f to call us with any questions.

The Above referenced client agrees to the terms. Please file this eviction. Please check the box or digitally sign if you agree with the above terms (checking box digital signature is equal to your paper signature):

I Agree with
the terms above.