LEGAL DOCUMENT
MANAGEMENT, INC.

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ACCOUNTING

DATE CLIENT PD:

CHECK #: _____

AMOUNT $ _____ **(Initial Fee)**

LDM #:

RESIDENTIAL EVICTION DATA SHEET

1) CLIENT:

2) CONTACT NAME

3) ADDRESS

4) CITY, STATE, ZIP

5) (BUS.) TEL # **FAX #**

6) (CELL)# **E-MAIL**

7) PLAINTIFF:

8) TITLEHOLDER OR AGENT? **9)OWNER-OCCUPIED 2-6 APTS [ ]**

10) TENANT (NAME ALL OVER 18 YR):

11) ADDRESS: **APT #**

CITY: **ZIP:**

12) PARKING: ☐ YES ☐ NO **STORAGE ☐ YES ☐ NO**

13) MONTHLY RENT $ **14) DATE RENT DUE:**

15) AMOUNT OWED @ NOTICE DATE $ **15a)RENT LEDGER ATT ☐**

16) FOR MONTHS (ITEMIZE)

17) RENTS PAYABLE TO

18) LATE CHARGES INCL ? (ITEMIZE) $

19) SECURITY DEPOSIT PD $ **20) LEASE TERMINATION DATE**

21) TYPE OF NOTICE GIVEN (CIRCLE) 5 10 30 60 120 NON-RENEWAL WAIVER

22) DATE NOTICE WAS SERVED **23) WHO WAS SERVED**

24) WHO SERVED THE NOTICE? **BEST TIME TO SERVE TENANT?**

25) ACCESS INFO FOR SHERIFF TO INCREASE CHANCE OF SERVICE: LOCKBOX CODE, BEST ENTRANCE

IF BELLS DON'T WORK OR DOOR/GATE IS LOCKED, YOU MUST ARRANGE ACCESS FOR SHERIFF:

26) NAME/APT/TEL OF RESIDENT JANITOR/TENANT TO ASSIST SHERIFF:

27) TENANT WORKING? ☐ YES ☐ NO

EASIER TO SERVE ON JOB? ☐ YES ☐ NO **WORK HOURS:**

COMPANY **TITLE:**

ADDRESS:

PHONE # **SUPERVISOR:**

28) SECTION 8 TENANT? ☐ YES ** ☐ NO CHAC PAYS $ TENANT PAYS $

29) MORTAGE FEDERALLY FUNDED? ☐ YES ** ☐ NO (IF EITHER YES, 30-DAY NOTICE REQ'D)

30) TENANT WITHHOLDING $ FOR REPAIRS? ☐ YES ☐ NO IF YES, EXPLAIN/ATTACH TENANT'S COMPLAINT:

31) OK TO DROP $ FOR POSSESSION IF CASE CONTESTED ☐ YES ☐ NO

32) DO YOU AUTHORIZE AN INSTALLMENT PAYMENT PLAN ☐ YES ☐NO

33) PHYSICAL DESCR. OF TENANT: RACE: SEX: AGE: HEIGHT: WEIGHT:
HAIR: FACIAL HAIR: EYES: GLASSES:
DISTINGUISHING MARKS (tattoos, scars): PICTURE ATTACHED ☐

34) ANY DISABILITIES of any occupant (Mental or physical):

***35) TENANT'S BANKRUPTCY – HAVE YOU RECEIVED A NOTICE OF AUTOMATIC STAY FROM ANY BANKRUPTCY COURT RE ANY TENANT IN THE UNIT? HAS THE TENANT NOTIFIED YOU IN WRITING THAT HE/SHE WAS FILING BANKRUPTCY? IF SO, PLEASE ATTACH BANKRUPTCY NOTICE AND TENANT MESSAGE.**

***36) RENTAL ASSISTANCE APPLICATION: HAVE YOU OR THE TENANT APPLIED FOR RENTAL ASSISTANCE? ☐ YES ☐ NO IS THERE CURRENTLY AN ERP APPLICATION FILED AND PENDING FOR APPROVAL: ☐ YES ☐ NO IF SO, ATTACH A COPY.**
HAS THE TENANT APPLIED FOR ERP AND BEEN REJECTED? ☐ YES ☐ NO

37) OTHER IMPORTANT INFORMATION TO FACILITATE CASE:

***SIGNATURE OF LANDLORD OR AGENT: _____ DATE: _____**

<u>LAWSUIT DOCUMENTS CHECKLIST</u>:

COMPLAINT:
--COMPLAINT
--SIGNED VERIFICATION
--5-DAY/DEMAND NOTICE W/AFFIDAVIT OF SERVICE
--LEASE OR PLAINTIFF'S AFFIDAVIT
--CURRENT RENT LEDGER
--ANY OTHER DOCUMENT/EVIDENCE TO BE PRESENTED AT TRIAL

SUMMONS:
--ZOOM OR REMOTE HEARING INFO
--COURT JURISDICTION FORM FOR COOK
--STATE DISCLOSURES RE LEGAL AID, ASSISTANCE
--CHECK OTHER COUNTY DISCLOSURE AND LANGUAGE REQUIREMENTS
--ONE SUMMONS FOR EACH DEFENDANT

FOR ATTORNEY: _____