

Client: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ FAX \_\_\_\_\_

**\*\*THIS INFORMATION MUST BE PROVIDED BEFORE EVICTION PROCESS IS COMMENCED\*\***

1. Owner of Property: \_\_\_\_\_
2. Owner's legal status: check one \_\_\_ CORPORATION \_\_\_ PARTNERSHIP \_\_\_ INDIVIDUAL(S) \_\_\_ LLC
3. If owner is an entity, indicate state of organization? \_\_\_\_\_
4. Property Address: \_\_\_\_\_ Apt # \_\_\_\_\_ ZIP \_\_\_\_\_
5. Authorized tenant name(s): \_\_\_\_\_
6. Social Security Number(s): \_\_\_\_\_
7. Other occupant(s): \_\_\_\_\_
8. Co-signer(s): \_\_\_\_\_
9. Co-signer(s) address: \_\_\_\_\_
10. Lease: check one ( ) Oral ( ) Written, number of months \_\_\_\_\_ DATE: \_\_\_\_\_
11. Notice: check one ( ) 3 day ( ) Other \_\_\_\_\_ DATE: \_\_\_\_\_
12. Specify months rent not paid: \_\_\_\_\_
13. Rent: Monthly rate: \_\_\_\_\_ Total Owing: \_\_\_\_\_
14. Housing: Subsidy rate: \_\_\_\_\_ Total Owing: \_\_\_\_\_
15. Late charge: Monthly rate: \_\_\_\_\_ Total Owing: \_\_\_\_\_
16. Other: (specify) \_\_\_\_\_ Total Owing: \_\_\_\_\_
17. Damages: (specify) \_\_\_\_\_ Total Owing: \_\_\_\_\_
18. Per diem rent (Monthly rent ÷ 30) \_\_\_\_\_ Security Deposit: \_\_\_\_\_
19. Tenant's employer: \_\_\_\_\_
20. Comments: \_\_\_\_\_
21. Type of service requested: check one ( ) Personal/residential ( ) mail & posting
22. Security building or other entry instructions: \_\_\_\_\_

I hereby authorize the Beran Law Office to proceed with the above mentioned eviction case.

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized signature

**Attach copies of the notices and leases to this referral**

**FOR OFFICE USE ONLY!**

Our File No: _____	Case Number: _____	Trial Date: _____
DE _____ Notice _____	ORG _____ Served _____	Reset for: _____
SS _____ Garn _____	EL _____ Out on _____	Reset for: _____
WR _____ Garn _____	Appear _____ Agrmt _____	Damages: _____
TC _____ Other _____	Xwrit _____ Jdgmt _____	Cont To: _____

## Beran Law Office Eviction Referral Sheet Instruction

To help us expedite the filing of your eviction case, please use the referral form provided by our office. We make the filing of new eviction matters a priority, and make every effort to get a case filed the next business day after we receive it. We rely on the accuracy of the referral forms to prepare the documents. Not using a referral form or omitting key information may jeopardize the success of our case and may delay the filing. Please type or print the information.

Please fill out the form as completely as possible. If we have to dig the information out of the lease, application and notices or phone you for additional information, the filing of your case may be delayed. Inaccurate information may result in the case having to be re-filed and you may be charged additional costs and fees. If the process server is unable to locate the property because of a bad address or gain access because of a security door we will suffer delays and additional costs (and a lot of frustration).

Client Name: The name of the person(s) responsible for payment of services rendered.

Billing Address: The mailing address where invoices will be mailed.

\*\*Also, include the name of the contact person and their phone, cellular phone and fax numbers.

1. Owner of Property. Fill in the name of the owner(s) of the property, not owner of management company (unless the same). The owner must be named as Plaintiff on any eviction law suits, as well as the Property Management Company/Broker.
2. If the Owner is an entity, organized in some manner please indicate (Inc., Ptr., LLC).
3. If the owner is organized, indicate where the organization's "home state" is.
4. Address. Identify the property address, apartment number, and zip code.
5. Tenant's Names. Identify the full legal names with middle names/initials, if known, of all authorized tenants. The names of the cosigners are to be listed on line 7.
6. Social Security Numbers. List all social security numbers of tenants, if known.
7. Other Occupants. Identify the names (if known) of all other occupants (other than minor children) who reside in the premises. Although the legal right to the premises is doubtful, as a matter of practice, we name them and then there is no question.
8. Co-signer(s). Identify any guarantor(s) and cosigners, if any.
9. Co-signer Address. List the address where the guarantor lives. Otherwise the process server will not be able to serve the summons.
10. Lease. Please check if you have an oral or a written lease, and fill in the date when occupancy commenced.
11. Notice. Please check if you have delivered a 3 day notice, or check Other, and fill in what type of notice was delivered. You must indicate the date the notice was mailed or delivered in hand to the tenant.
12. Specify Month/Year. Name the months and year(s) that rent has not been paid.
13. Rent. Identify the monthly rate of rent and the total amount of rent only that is outstanding. If you are receiving a subsidy, indicate the total of the tenant's portion plus the subsidy. (This can be done on line 14.)
14. Housing. Identify the monthly rate of any subsidy which you may be receiving from the tenant, and if any is in arrears, please indicate that amount. Please note that a subsidy check accepted from any housing organization for the month of the eviction may constitute a waiver of your right to evict the tenant, please call me if you have any questions.
15. Late Charge. Please fill in the monthly rate of your late charges. If it is a daily rate be sure to note it, otherwise we assume that the late charge is monthly. If it is a combination, indicate it as such for example \$25.00 after 5<sup>th</sup> + \$25.00 after 15<sup>th</sup>. \*Note that the Court

- normally only allows a monthly late charge of ten percent (10%) of one month's rent. Then fill in late charges owing as it appears on the notice given.
16. Other. If there are any other charges which are in the nature of rent or late charges, such as garage or storage rental please list here.
  17. Damages. If there are known damages, please indicate; such as heat surcharges, insufficient fund checks, maintenance charges, etc. Having these amounts assist me if I have to negotiate with the tenant for reinstatement of the lease agreement.
  18. Per diem rent. Calculate the per diem rate of rent, by dividing the total monthly rent by 30 and fill in on the blank provided. Also, indicate the total amount of the security deposit that you are holding for the tenant on the line provided to the right. \*Note, we cannot get a judgment for unpaid security deposits.
  19. Tenants Employer. If known and verified, please indicate the Tenants' employer(s), in particular situations we can serve the tenant the summons at the employer's address (additional costs may also apply).
  20. Comments. If the tenant has made any rumblings about a counter claim (you have not completed requested repairs, the premises do not meet housing codes) or if you would or would not reinstate the lease, please indicate the same on this line.
  21. Type of service. In order to get a monetary judgment for rent and damages the tenant must be served personally with the summons (personal service). If you do not check either line, I will assume that you desire the mail and posting service.
    - \*If you choose personal service and the tenant avoids service, we would have to get the tenant served by an alternate service which may require a rescheduled trial date and additional court costs and attorney fees.
    - \*If you check mail and posting service, the constable/sheriff will attempt to make personal service first, but on their third attempt if they are unable to get them served, they post it at the premises and mail a copy to the tenant. If this happens we only get judgment for restitution of the premise, but not for rent/damages.
  22. Security building entry instructions: It is imperative that we give the constable/sheriff the correct information of the property to be sure the tenant gets properly served. List ANY special instructions to help in locating the tenant. If the apartment numbers are not marked appropriately, specific entrance, upstairs/downstairs, etc., the constable/sheriff will not be able to serve the tenant(s), thus causing delays and possibly more costs.
    - \*\*If the process server is unable to gain entry into the building, they will not be able to serve the summons regardless of the method of service: personal, residential, mail and post, or alternate service.
    - \*\*Without service, you cannot get a judgment for restitution of the premises nor for money, you are wasting the process servers' time and will be billed an additional sheriff/constable fee as well as an alias summons charge if the process server is unable to gain entry. More importantly you waste valuable time getting your case to trial, probably losing 7 to 14 days in the process.

(The information regarding the tenant is no longer being reported to Tenant Data Services (TDS). Clients are encouraged to report to the TDS or other credit agency.)

It is a pleasure to handle these matters for you and I thank you, in advance, for your help in making our task easier. This helps keep our costs down, so that we may continue to provide quick turnaround.