

Sample Completed Intake Form: Tenant

Section 1: General Information

- Full Name: Maria Lopez
- Date of Birth: 09/25/1990
- Contact Number: (555) 987-6543
- Email Address: maria.lopez@gmail.com
- Mailing Address: Apartment 4B, 123 Main Street, Cityville
- Preferred Method of Communication:
 - Phone
 - Email
 - Text Message
- Emergency Contact (Optional):
 - Name: Sofia Lopez
 - Phone Number: (555) 654-3210

Section 2: Case Information

- Brief Description of the Dispute:

I lost my job three months ago, which caused financial hardship. I've explained this to the landlord, but they've been unsympathetic.

- What is your relationship to the other party (e.g., landlord/tenant, family member, business partner)?

Tenant

- Are there any ongoing legal proceedings related to this dispute?
 - Yes
 - No

- If yes, please provide details:

The landlord has started the eviction process, and I feel overwhelmed.

Section 3: Ensuring Your Comfort and Safety

- Are there any circumstances or experiences that might affect your comfort during mediation sessions?

I feel intimidated by the landlord and nervous about being blamed for my situation.

- Are there specific topics or situations you would like the mediator to approach with extra care or sensitivity?

Discussions about my financial situation-I want this to be handled without judgment.

- Would you like to discuss any accommodations or adjustments to help you feel more at ease during mediation (e.g., separate spaces, more frequent breaks)?

I would prefer to meet virtually or in separate spaces to avoid direct confrontation.

- Is there anything else you'd like us to know to help create a comfortable and respectful process?

I would appreciate a chance to explain my situation fully without being interrupted.

Section 4: Mediation Preferences

- Do you prefer in-person or virtual mediation?

- In-person

- Virtual

- No preference

- What days and times generally work best for you?

Evenings on weekdays

- Do you have any accessibility needs (e.g., wheelchair access, interpreter services)?

None

- Would you like to have scheduled breaks during mediation sessions?

- Yes

- No
- Do you have a preference for the gender of the mediator?
 - No preference
 - Male
 - Female

Section 5: Additional Information

- Is there anything else you'd like the mediator to know that might help facilitate the mediation process?

I am open to working out a payment plan but need clear guidance and support.