

## Sample Completed Intake Form: Landlord

### Section 1: General Information

- Full Name: Alex Johnson
- Date of Birth: 02/15/1982
- Contact Number: (555) 123-4567
- Email Address: alex.johnson@propertymgmt.com
- Mailing Address: 123 Main Street, Cityville
- Preferred Method of Communication:
  - Phone
  - Email
  - Text Message
- Emergency Contact (Optional):
  - Name: Taylor Johnson
  - Phone Number: (555) 987-6543

### Section 2: Case Information

- Brief Description of the Dispute:

Non-payment of rent for the past three months. The tenant cited personal challenges as the cause, but no agreement has been reached.

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

Landlord

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

- If yes, please provide details:

I have filed a formal eviction notice, but proceedings are on hold pending mediation.

### Section 3: Ensuring Your Comfort and Safety

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

I have been verbally threatened by the tenant during past discussions, which has made me wary of direct confrontations.

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

Discussions about past conflicts, particularly any accusations made by the tenant, as they escalate quickly.

- 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 be in separate rooms from the tenant during discussions.

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

I would appreciate having a clear agenda and ground rules to minimize conflict.

### 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?

Mornings 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 want this resolved amicably but feel strongly about avoiding further confrontation.