

**New Client Intake Sheet**

**Please Complete Sections 1-5:**

**SECTION # 1 – LEGAL OWNER INFORMATION**

Name(s): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Work #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Would you prefer to receive your invoices by email? YES  NO

Email: \_\_\_\_\_ After Hour Contact #: \_\_\_\_\_

Point of contact other than owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PLEASE NOTE: ADDRESS ABOVE WILL ONLY BE USED FOR THE EVICTION CENTER MAILING PURPOSES**

**SECTION # 2 – PROPERTY DETAILS**

YES  NO  Is your rental property in a trust?  
If yes, please provide the 1<sup>st</sup> page/title page of trust: \_\_\_\_\_

Checkbox Is your rental property in a:  Corp  Partnership  LLC  Other  
If checked, what name is it under? \_\_\_\_\_

YES  NO  Is the property operated/managed under a DBA?  
If yes, DBA Name: \_\_\_\_\_

YES  NO  Are you the only legal owner?  
If no, name of other owner(s): \_\_\_\_\_

YES  NO  Did you just purchase property?  
Date Purchased: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (If yes, please provide a copy of the recorded deed)

**SECTION # 3 – TENANT INFORMATION**

Is Property:  Residential  Commercial  Other

Tenant Name(s): \_\_\_\_\_

**PLEASE LIST ALL PERSONS OVER THE AGE OF 18, DO NOT LIST MINORS. PLEASE NOTE IF DBA, LLC, OR CORP.**

Detailed Property Address: \_\_\_\_\_ Apt/Unit #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

APN # (if known): \_\_\_\_\_

YES  NO  Is residence a mobile home?

YES  NO  Do you own the mobile home?

YES  NO  Gated Community / Gate Code: \_\_\_\_\_

Any restrictions on time, guest list, etc.? \_\_\_\_\_

# HW<sup>LAW</sup> OFFICE

1014 West Third Street  
Little Rock, AR 72201

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YES  NO  Is the tenant(s) or any known occupant in the military?

YES  NO  If yes, are they currently deployed?

Checkbox: Is your Rental/Lease agreement:

Verbal                       Written                       Month-to-Month                       Lease

Date tenancy started: \_\_\_\_\_ (Put approx. month/year if exact date is unknown)

Monthly rent of \_\_\_\_\_ is due on what day of the month? \_\_\_\_\_

YES  NO  Have you had any rent increases or decreases?

If yes, when and how much: \_\_\_\_\_

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### SECTION # 4 – HAS A NOTICE BEEN SERVED

YES  NO  Did you serve your own notice?

If yes, please fax or email notice(s) and proof of service to our office.

**NOTE:**                      **Only fill out below if the Eviction Center will be preparing a notice for you**

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### SECTION # 5 – WHAT TYPE OF NOTICE DO YOU NEED PREPARED AND SERVED?

Please check which notice:

Rent to be Paid:

- |   |  |
|---|--|
| <input type="checkbox"/> 3 Day to Pay Rent                          | <input type="checkbox"/> In Person                 |
| <input type="checkbox"/> Notice to Perform                          | <input type="checkbox"/> By Mail                   |
| <input type="checkbox"/> 30 Day Terminate of Tenancy                | <input type="checkbox"/> Deposit into Bank Account |
| <input type="checkbox"/> 60 Day Terminate of Tenancy                | <input type="checkbox"/> EFT Payment               |
| <input type="checkbox"/> 3 Day Quit/90 Day Quit (After Foreclosure) | <input type="checkbox"/> Other                     |

**(Will need a copy of the recorded Trustee's Deed)**

Person to make payable to: \_\_\_\_\_

Address for payment: \_\_\_\_\_

Days Available: \_\_\_\_\_ TO \_\_\_\_\_ Hours Available \_\_\_\_\_ TO \_\_\_\_\_

(To accept rent)                      (Example: Monday to Sunday)                      (Example: 8am to 5pm)

Any additional information you can provide us to help service? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Example: gates, dogs, history of violence, work hours, etc.)

**Note:** If the Eviction Center will be preparing your notice, additional questions may be asked to ensure we have accurate info.

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What will you accept:

- Cash
- Money Order
- Check
- Cashier's Check
- Direct Deposit/EFT

**Note:** For Cash and Direct Deposit/EFT you must give one other payment option.

**Note:** You can only go back 12 months for past due rent and late fees.

If rent is to be deposited into a bank:

Bank Account #: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Hours/Days: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank City, State, Zip: \_\_\_\_\_

(Address has to be within five (5) miles from rental property) Jul/\_\_\_\_\_

Month/Year	Amount
Jan/_____	\$ _____
Feb/_____	\$ _____
Mar/_____	\$ _____
Apr/_____	\$ _____
May/_____	\$ _____
Jun/_____	\$ _____
Jul/_____	\$ _____

Any Monies due other than rent:

- Late fee(s)/amount/months: \_\_\_\_\_
- Security Deposit: \_\_\_\_\_
- NSF: \_\_\_\_\_
- Utilities: \_\_\_\_\_
- Other: \_\_\_\_\_

Aug/_____	\$ _____
Sept/_____	\$ _____
Oct/_____	\$ _____
Nov/_____	\$ _____
Dec/_____	\$ _____

TOTAL **PAST DUE RENT** OWED: \$ \_\_\_\_\_

*I verify by signing below that the information provided herein is true and correct, and that I do not hold The Eviction Center responsible if information used is inaccurate or grounds for eviction dismissal or other possible corrections needed. Client further agrees to be responsible for any additional fees incurred due to incorrect, inaccurate information provided.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Agent Signature

### Inter-Office Checklist of Documents Received

Check off as received & applicable

- |   |  |
|---|--|
| <input type="checkbox"/> Rental Agreement | <input type="checkbox"/> Service Agreement             |
| <input type="checkbox"/> Rent Increases   | <input type="checkbox"/> Notice to Consumer            |
| <input type="checkbox"/> Notices Served   | <input type="checkbox"/> Notification of Payment Terms |
| <input type="checkbox"/> Proof of Service | <input type="checkbox"/> Verification Form             |
| <input type="checkbox"/> Trust/Title Page | <input type="checkbox"/> Credit Card Form              |
| <input type="checkbox"/> Recorded Deed    | <input type="checkbox"/> Other _____                   |

Address was verified by an on-line address search on: \_\_\_\_\_ A copy added to file by: \_\_\_\_\_

**Print**