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Landlord-Tenant: Residential Intake Questionnaire

Landlord Name on Deed		Name of Tenant of Record	
Landlord's Business Address		Name of other occupants	
Property address, incl. zip code		Written Lease or Month to Month	
How Many Units in Building?		Date Tenant Moved in	
Any illegal Units?		Date of Lease Commencement	
Is HPD Registration Current?		Date of Lease Termination	
MDR Number		Security Deposit Paid/On File	
HPD/MDR Agent Information		Amount of Monthly Rent	
Rental Assistance Programs (Current)		Monthly Rent Due Date	
Rental Assistance Programs (Previous with Tenant)		Are there rent arrears? If yes, complete breakdown	
Is anyone in the unit in the military or dependent on anyone in the military?		Other Defaults by tenant If Yes, add details on next page	
Is anyone in the unit elderly (over the age of 70?)		Are there any dogs in the unit?	
Is anyone in the unit disabled (mentally or physically)?		Anything else we should know?	

To be completed & approved by the Landlord or Landlord's agent.

_____ Initial in agreement with completed information.

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Rental Arrears (List payments beginning with this month and continue back until zero balance)

Due Date	Amount Paid	Balance

Defaults by tenant

Description of Tenant Default	Landlord's Prior Response to Default

Repairs Claimed by Tenant

To be completed & approved by the Landlord or Landlord's agent.

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