



THE LAW OFFICE OF ALYSON E. BASS, ESQ.  
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## Landlord-Tenant: Residential Intake Notice to Landlords

1. Please complete E-Sign Retainer, Intake Form, Intake Questionnaire and provide additional documentation as per this Notice;
2. With regard to payment plans: Work shall not commence until the initial payment is received; the Petition shall not be filed until the second payment is received; the Warrant shall not be applied for until the third payment is received;
3. In light of recent fraud in NYC, please provide a copy of your valid state-issued identification with picture and signature;
4. Please be prepared to provide the following documents as requested: Deed to property; current HPD/MDR registration statement; current and/or expired leases together with prior rent receipts;
5. Proof of monthly late notice, if the tenant is in arrears (certified mail receipt);
6. NONPAYMENTS: You are obligated to accept any rental payments the tenant offers; If the tenant offers rent in full, the matter must be discontinued; Rent Demand Notices are 14 Days (no longer 3 or 5 Day Notices);
7. HOLDOVERS: Termination Notices shall be issued based on the length of the tenancy: If over 2 years, a 90 Day Notice shall be issued; if between 1 to 2 years, a 60 Day Notice shall be issued; if less than 1 year, a 30 Day Notice shall be issued;
8. NYS Landlords are required to issue rent receipts and late notices if the rent is over 5 days rent. If you need assistance, please let us know and we can assist for an additional fee. Proof of tendered receipts and Late Notices may be required in Court and failure to produce may result in dismissal of your proceeding
9. Collections on Money Judgments: Collections are considered separate proceedings; You may hire this firm or another firm at your discretion if you wish to proceed.

Documents Provided:

<input type="checkbox"/> Lease	<input type="checkbox"/> Late Notice(s) w proof of mailing	<input type="checkbox"/> Receipts
<input type="checkbox"/> Deed	<input type="checkbox"/> HPD/MDR Registration	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Rent Breakdown	<input type="checkbox"/> Client ID	<input type="checkbox"/> Other: _____

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

\_\_\_\_\_ Initial in agreement with completed information.