

IMPORTANT INFORMATION BELOW
DO NOT IGNORE THIS MESSAGE – READ IT THOROUGHLY

Below is important information concerning your case and the need for accuracy in the information you are providing. Please read it thoroughly.

REQUIRED INFORMATION

As a result of the COVID pandemic, California and the California Court system have modified the Unlawful Detainer process, including the information required at the inception of a case and the manner in which the cases move through the court system. Specifically, **the information required by the courts at the inception of the case has increased significantly and the plaintiff is now required to verify multiple documents before filing the case.** At the same time, owners and managers of rental properties still want their case to progress as quickly as possible.

Evictions Now, Inc. knows your time is valuable and that you want your case handled as efficiently as possible. Toward that end, the New Case Intake Form below is designed to gather all of the information required to open your case and file a complaint using the fewest calls to you. By completing the New Case Intake Form thoroughly (**answering every question or writing “n/a” if the questions is inapplicable to your situation**) and sending it to us with all of the necessary documents listed in the Intake Form instructions, the delays that result from an incomplete intake sheet will be minimized. **Failure to answer every question below will result in delays to your case!**

Once your case has been received, opened, and drafted, we will e-mail you a copy of several documents to verify. You will be required to verify the contents in the **Complaint, the Mandatory Cover Sheet and Supplemental Allegations Unlawful Detainer** by signing them at the appropriate signature block. Once you have verified the accuracy of the information, you will be required to sign the verifications under penalty of perjury and return them to our office. The information you provide is important and any mistakes, misinformation, and/or misrepresentations provided may have dire consequences for your case.

We recognize some of the information has never been required in the past and may, initially, be difficult to obtain in an expeditious manner, (e.g., the certificate of occupancy). However, the information and/or documents are required either by law or in order to move your case forward without unnecessary delays. We appreciate your understanding and look forward to your anticipated cooperation.

COMMUNICATION DURING YOUR CASE

In the course of any eviction matter opened with Evictions Now, Inc., we will send various types of communications through email including, but not limited to, requests for additional information, status updates, required actions by the client. **It is the client’s responsibility to monitor its emails for communications and notifications from Evictions Now, Inc. and to provide the information requested** in a timely manner in order to move your case forward appropriately and without delay. Any delay in a client’s case due to the client’s unavailability and/or the client’s failure to monitor and/or respond to an email shall be the sole responsibility of the client.

CLIENT RESPONSIBILITY FOR FOLLOWING THE LAW, ACCURACY OF INFORMATION, & Notices

Evictions Now, Inc. is NOT responsible for acts undertaken by clients in the day to day operations of their rental housing business, nor is the company responsible for the appropriateness or accuracy of the information provided by our clients. We shall not be responsible for “double checking” the information provided including, but not limited to the accuracy of notice amounts, ledgers, rent increases, service dates, or any other information and/or act. In other words, it is the duty of the client to understand California’s landlord-tenant laws, to follow them correctly, and to verify the accuracy of the information provided to the company. Evictions Now, Inc. accepts the information as “accurate” without agreeing to verify its accuracy.

Additionally, the client understands that Evictions Now, Inc. will not be held liable for any mistakes, misrepresentations, and/or misinformation provided to us to be used in the eviction pleadings, nor be held responsible for any delays caused by the untimely return of these documents. Evictions Now, Inc. is not attorneys. If you require assistance with an attorney we can refer one to you.

IMPORTANT-Furthermore, in cases where the client drafts and serves their own notice(s), Evictions Now, Inc. not be responsible for reviewing the notices for accuracy. Instead, the client shall be solely responsible for choosing the correct type of notice to be used, completing the notice correctly, and providing accurate information in the notice.

I have read and understand the above and agree to submit my case based on the statements made by ENI herein:

Signature: _____

Printed Name: _____

Date: _____

EVICTIONS NOW, INC.

(424) 570-4993 – Telephone

(877) 2-EVICTS – Toll Free

ADMIN@EVICTIONSNOWINC.COM

Instructions for The New Case Intake Sheets

1. Complete the Intake Questionnaire Below; (write “N/A” in any inapplicable field); *Failure to answer every question below will result in delays to your case!*
2. Fax or Scan Copies of the following Documents to (877) 238-4287 or ADMIN@EVICTIONSNOWINC.COM
 - a. (MANDATORY) Rental Agreement/Lease;
 - b. Most recent Rent Increase notice and the proof of service signed by the individual who served it
 - c. (MUST PROVIDE IF ALREADY GIVEN) The Termination Notice(3/15/30/60/90 Day/Foreclosure) served AND the proof of service signed by the individual who served it
 - d. Property Deed
 - e. CopyoftheCertificate of Occupancy (RSO PROPERTIES)
 - f. *If the basis of the eviction is “nuisance” behavior, copies of prior written warnings sent to the tenant being evicted, (if any) written complaints from neighboring tenants, police reports, restraining orders, and/or any other evidence which supports the behavior underlying the eviction. We will also need video footage if it exists, which can be provided at a later date;*

Intake Questionnaire

1. _____

Name of Landlord* in this case- IF PREMISE IN QUESTION IS A TRUST. YOU MUST PROVIDE ENTIRE EXACT NAME OF TRUST ON THE TITLE.

*Must be either: the individual or entity holding title to the subject property or an agent, such as a management company with whom the title holder has a written contract allowing the management company to file evictions on behalf of the title holder

(Contact Name)

(Mailing Address)

(Telephone Number and Email Address)

2. Tenant Names AND Cell Phones numbers (if available)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

If there are more than 5 named lessees, please provide those names on an additional sheet of paper.

3. Property Address (Unit tenant is to be evicted from):

4. Property is Residential or Commercial? _____

5. Is the property a Single Family Home, Duplex, Multi Unit, Condo, Mobile Home, Or Other? _____

6. What year was this property built? _____

7. On or about dates named tenants moved in? _____

8. IF Rental Agreement was made VERBALLY with tenant, and there is no written rental lease agreement made available, with WHOM was agreement made with?

9. Does the property require an Access Code or Key to enter the property?

() Yes Gate Code: _____ () No

For Non-Payment of Rent Only

1. Individual To Whom the Delinquent Rent to Be delivered?

2. Address Where Rent is to be delivered?

3. Days and Times which Rent May Be delivered?

4. Phone Number Where Rent May Be delivered?

**YOU MUST COMPLETE THE LEDGER ACCURATELY, INCLUDING THE DATE THE RENT BECAME DUE.
OR, PROVIDE YOUR OWN DIGITAL LEDGER.**

Amount Owed	Date it Became Due	Amount Paid	Date Paid	Unpaid Balance Due

RENT CONTROL & JUST CAUSE ADMINISTRATIVE REQUIREMENTS CHECKLIST

Most properties in California are subject to some form of Rent Control, (RC) and/or “Just Cause”, (JC) statutes, whether it is the Tenant Protection Act or a local municipality’s RC/JC statutes.

Virtually all RC and/or JC ordinances have administrative requirements landlords are required to comply with *before* they may collect rent or file an eviction.

Where a landlord fails to comply with those requirements, tenants may raise that failure as a complete defense to an eviction.

It is the clients’ obligation to make sure any administrative requirements are met *before* opening a case. In order to avoid wasting your time and money, we have developed the list of questions below designed to determine whether all necessary administrative requirements have been met before we open the case. Please answer the questions and submit your responses along with the rest of the intake forms and documents.

1. How many bedrooms is the unit? _____
2. Is the property subject to a local rent control ordinance?
() Yes, which rent control City and/or Ordinance?

() No
3. Is the Tenant’s unit subject to the Tenant Protection Act of 2019 (SB 1482, aka, Statewide Rent Control)?
() Yes
() No (If “No” is selected, please explain why the property is NOT subject to the TPA of 2019
below: _____

4. Does the RC or JC ordinance require the property to be registered with the city?
() Yes If yes, is it registered? () Yes () No
() No

5. Do you receive Section 8 for this tenant? _____
6. Do you receive section 8 for any other tenant in the building? _____
- _____

YOU MUST FILL OUT CREDIT CARD INFORMATION FOR MANDATORY LOS ANGELES COUNTY SUPERIOR COURT FILING FEE'S.

CREDIT CARD AUTHORIZATION FORM

I, _____, hereby authorize Evictions Now, Inc. to charge to my credit card for the purpose of LOS ANGELES COUNTY RECORDER SERVICES related to the premises located at:

Premises Address

Credit Card Information

Name on Card: _____

Card Type (Visa, MC, etc): _____

Card Number: _____

Card Expiration Date and CVC: _____

Card Billing Address: _____

Authorized Signature: _____

Printed Name: _____

Date: _____