



EVICTIONS IN-TAKE FORM

How did you hear about us: Court Google Bing Yahoo MSN other _____
 Referred by: _____

CLIENT INFORMATION

Name of Contact or Property Manager: _____

Owner Name: _____

Current address: _____

City: _____ State: _____ Zip Code: _____

Would you like to use the above address for court documentation? Yes No Use LSC Address

Home Phone: _____ Cell phone: _____

Email Address: _____ Fax phone: _____

Do you receive any government assistance? Check all that apply and provide proof.

- Medi-Cal Food Stamps SSI SSP County Relief or General Assistance IHSS
- Cal Works or Tribal TANF CAPI other _____

PROPERTY ADDRESS

Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ Property Access Code: _____

TENANT INFORMATION

Tenant # 1 Name: _____

Home Phone: _____ Phone Number: _____

DOB/ Approx. Age: _____ CA DL #/ID #: _____ Ethnicity: _____

Social Security: _____ Hair Color: _____ Eye Color: _____

Height: _____ Weight _____ Gender: F M Vehicle Description: _____

Tenant # 2 Name: _____

Home Phone: _____ Phone Number: _____

DOB/ Approx. Age: _____ CA DL #/ID #: _____ Ethnicity: _____

Social Security: _____ Hair Color: _____ Eye Color: _____

Height: _____ Weight _____ Gender: F M Vehicle Description: _____

Tenant # 3 Name: _____

Home Phone: _____ Phone Number: _____

DOB/ Approx. Age: _____ CA DL #/ID #: _____ Ethnicity: _____

Social Security: _____ Hair Color: _____ Eye Color: _____

Height: _____ Weight _____ Gender: F M Vehicle Description: _____

Tenant # 4 Name: _____

Home Phone: _____ Phone Number: _____

DOB/ Approx. Age: _____ CA DL #/ID #: _____ Ethnicity: _____

Social Security: _____ Hair Color: _____ Eye Color: _____

Height: _____ Weight _____ Gender: F M Vehicle Description: _____

GENERAL QUESTIONS

1. What is the best time for the process server to personally serve Opposing party?

2. What type of agreement is in place? Verbal Written

3. The agreement is a Month to Month Lease Expires: _____

4. If written agreement, do you have original contract? Y N Misplaced

5. Date of agreement or date opposing party entered the premises: _____

6. Amount of Monthly Rent: _____

7. Are there any Children in the premises? Y N I don't know

8. Are there weapons in the property? Y N I don't know

9. Are tenants behind on rent? Y N **If yes, continue to number 10 if no skip to number 11.**

10. Rent Owed (no more than a year with proof):

_____ 20__ to _____ 20__ \$ _____

_____ 20__ to _____ 20__ \$ _____

_____ 20__ to _____ 20__ \$ _____

_____ 20__ to _____ 20__ \$ _____

TOTAL AMOUNT: \$ _____

11. What is the reason you are evicting the opponent?

12. Have you served a Notice? Y N (If so, name of notice): _____

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. I also understand that Legal Service Centers will prepare all legal documents at my direction. The proposed fee for my _____ is \$ _____ plus any filing fees, process service fees, or court runner fees if it applies to me. If there are any amendments, or any additional documents that need to be prepared there will be additional fees that will apply at the time to be determined. I understand that Legal Service Centers **DOES NOT ISSUE REFUNDS.**

Print Owner Name

Owner Signature

Date

Legal Service Centers Associate Notes:
