



Civil | Eviction | Probate | Family Law | Real Estate

Eviction Intake

Tenant Information :

Name: _____ Telephone: _____

Address: _____

Why are they being evicted? Check all that apply:

- Non Payment of Rent
- Destroyed or Damaged Property
- Property Damage
- Drug Dealing at the Property
- Unlawful Occupants
- Lease Violation
- Unauthorized Assignment/Subletting
- Termination of Tenancy

Other: _____

Landlord Information :

Name: _____ Telephone: _____

Address: _____

Lease Information:

Other Occupants/Subtenants: _____

Address: _____

Additional Address for Service: _____

Would you like to add the clause "all unknown occupants"? This enables the sheriff to remove ANYONE from the property at the time of lockout, even if their name is not listed on the complaint. It will however cause for its own process service. Yes No

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Lease Information:

Month to Month 1 year 2 year
Date premises occupied: _____ Date lease was executed: _____
Rent Due on 1st 15th Other: _____
3 Day rent Demand Served Yes No If yes, when _____
When was the last date of payment? _____
How much is owed? _____

Notice Information:

Was the tenant(s) served with a notice already? Yes No
If so, which notice was served? Check all that apply:
 3 Day Notice to Pay/Quit Notice of Termination of Tenancy
 Notice to Vacate 3 Day Notice to Perform or Quit
 Notice to Forfeit
When was the notice served onto the tenant? _____
How was the notice served? In Person By Posting
Date: Sign: _____

Additional Information:



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I, the undersigned, declare the following:

It has been disclosed to the Customer that Inland Valley Doc Prep is owned and operated by document preparers that are prohibited by law from giving legal advice. The Customer acknowledges that the Preparer is prohibited by law from giving legal advice and shall hold Preparer harmless of the outcome of court rulings, hearings, and any motions filed against the Customer. The Customer understands that he or she is responsible for his or her legal decisions and declarations made by Preparer which is incorporated in the documents prepared by this Preparer. The Customer also acknowledges that Inland Valley Doc Prep does not represent Customer and that Customer must appear for himself/herself in all Court proceedings and hearings. The Client must take responsibility for Customer’s actions and arguments. Inland Valley Doc Prep is responsible for meeting the proper statutes in relations to preparation of Customer’s paperwork and pleadings, including formatting the documents properly.

By checking this box and signing below, I agree with the above declaration.

DATE: _____
Please Print Name **Signature**