

Submitted by:

On this date:



EVICTION WORKSHEET

To file your eviction, we need this worksheet returned AND the following 3 documents:

1. **SIGNED LEASE AGREEMENT**, including signed addendums or renewals.

2. **PAYMENT LEDGER**, 6 months minimum. Should show all charges (rent, late fees, taxes, etc.) the date they were charged as well as all payments made and when they were made. (**provide full rental ledger if tenant <6 months**)

3. **EVICTION NOTICE(s)** with certified mailing proof or copy indicating hand-delivery.

Check all boxes that apply to this matter...

Signed lease

☐

No Written Lease

☐

Ledger (6 month +)

☐

Ledger (< 6 months)

☐

No Ledger

☐

Certified Mail

☐

Sent by Tucker Law

☐

Hand-Delivered

☐

Please provide the following information:

1. Reason for eviction:

Non-Payment	Breach (Health & Safety)	Breach (Non-compliance)	Immediate Eviction	Other
☐	☐	☐	☐	☐

2. Legal Owner of Property

Owner's name(s) or Entity's name that owns the actual property / park. (i.e., John Doe, ABC LLC, Doe Family Living Trust, etc.)
This entity will be the Plaintiff in the eviction lawsuit and should be identified in the lease.

3. Landlord /Agent

Agent who the court/constable can call

Preferred Contact Number:

4. Tenant(s) Name(s)

Only include the adults (18+) that have signed the lease agreement.

5. Property Full Address

CARES Act Property? Yes No

6. What is owed? As of today, the tenant owes the following:

\$ _____ **Rent.** Rent has been unpaid since this date: _____. Before this, a prior balance was owed of: \$ _____

\$ _____ **Late Fees** (total)
Initial Late Fee of \$ _____ + \$ _____ per day, after the _____ day of the month. (i.e., \$30 due on the 7th and \$5/day)

\$ _____ **Utilities and Utility Taxes** (if charged on lease). Please provide the total combined utility/utility taxes owing.

\$ _____ **Taxes** (if on lease). \$ _____ **Insurance** (if on lease) \$ _____ **Administration Fees** (if on lease)

\$ _____ **Notice Fees** (if on lease)

\$ _____ **TOTAL AMOUNT OWED** (per your ledger)

- \$ _____ **Partial Payment** (Only record if payment has been accepted AND a partial payment non-waiver was signed by tenant)

☐ By checking this box, I confirm that the above information is true and correct to the best of my knowledge.

☐ By checking this box, I confirm that the Owner/Landlord/Agent has not accepted a partial payment in the current rental period OR has attached a partial payment non-waiver agreement signed by the tenant.

Please email this worksheet AND all necessary documents to:
evictions@tuckerlawaz.com and office@tuckerlawaz.com