

EVICTON INTAKE FORM
 Action Services
 Ph: 503-244-1226 / Fax: 503-244-1248
intake@ActionServicesPS.com
****Please Print Form Legibly****

Today's Date:	Filing County:
Contact Phone #:	Email:
Special Access Needed: <input type="checkbox"/> NO <input type="checkbox"/> YES:	Property Mgmt. Co:
INDICATE HOW THE PLAINTIFF LINE(S) SHOULD READ:	
Line 1 (REQUIRED)	Line 2

1st STEP - EVICTION FILING Purchase Order No. _____

CHECK TYPE OF NOTICE **Must also include a copy of the notice given**

<input type="checkbox"/> Non-Payment of Rent <input type="checkbox"/> 30 Day with stated cause <input type="checkbox"/> 24 Hr. For injury, damage, unlawful / outrageous act <input type="checkbox"/> Other Notice (Type / Explain): _____ <input type="checkbox"/> No Notice (Explain): _____	<input type="checkbox"/> 20 Day for repeat violation <input type="checkbox"/> 10 Day (Repeat or Pet Violation, or week-to-week tenancy) <input type="checkbox"/> Commercial <input type="checkbox"/> 30 / 60 / 180 Day without stated cause
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Print tenant(s) names legibly & list SSN / DOB (For SCRA)
Failure to complete information may result in an additional \$5.00 fee.

1		3	
2		4	

DO WE ARRANGE REPRESENTATION FOR THE FIRST APPEARANCE HEARING FOR YOU?
If we are handling the first appearance for you, what is your desired outcome? NO YES

Failure to complete desired outcome may result in an additional \$5.00 fee.

Check One	Pay & Stay	Terms: _____ <i>*include ledger</i>
	Vacate	Terms: _____
	Other	Terms: _____

If you wish to dismiss the case prior to the First Appearance, please send the Dismissal Form to Action Services

2nd STEP - RESTITUTION Purchase Order No. _____

Hearing Date: _____ Did the tenant(s) appear? NO YES

Case Number: _____

***If tenants appeared please list what they did not comply with & include signed agreement:** _____

Failure to attach signed agreement may result in an additional \$5.00 convenience fee.

3rd STEP - LOCKOUT Purchase Order No. _____

Move-Out Date: _____ Case Number: _____

***Include required Sheriffs Documents**

**Action Services will not provide legal advice or services, engage in the practice of law, assess the validity of termination notices or the possibility of defenses / counterclaims when assisting customers. You also agree to hold harmless Action Services, its owners, corporate officers, employees, agents and representatives when acting at your request and you further state you have complete authority to make such request. Any account that is past due may be charged a late fee of \$25.00 per file when account is over 60 days and at the discretion of Action Services. Action Services will charge a \$40.00 prep fee for any request that is canceled prior to being filed with the courts. By printing your name below, you authorize us to fulfill your request and agree to the terms herein.*

PRINT Requestors Name