

EVICTION INTAKE FORM

Action Services
Ph: 503-244-1226

Intake@ActionServicesPS.com

Please Print Form Legibly

Todays Date:	Filing County:
Contact Phone #:	Email:
Supervisors Name:	Supervisors Email:
Special Access Needed NO: YES (Instructions):	Property Mgmt Co.:

INDICATE HOW THE PLAINTIFF / LANDLORD LINE SHOULD READ *(The legal ownership entity)*

(REQUIRED)

1st STEP - EVICTION FILING

Purchase Order No. _____

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

- | | |
|---|---|
| Non-Payment of Rent | 20-day Repeat Violation |
| 30-Day with stated cause <i>For Non-Payment</i> YES NO | 10 Day (Repeat or Pet Violation, of week-to-week tenancy) <i>Commercial</i> |
| 24 Hr. For injury, damage, unlawful / outrageous act | 30 / 60 / 180 Day without stated cause |
| Other Notice (Explain) _____ | |
| No Notice (Explain) _____ | |

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?

YES NO

If we are handling the First Appearance for you, what is your desired outcome?

Check One

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

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

2nd STEP - RESTITUTION

Hearing Date: _____ Purchase Order No. _____

Case Number: _____ Did the tenant(s) appear? YES NO

***If the tenants appeared please list what they specifically did not comply with AND include a copy of the signed agreement.**

Failure to attach signed agreement may result in an additional \$10.00 convenience fee.

3rd STEP - LOCKOUT *include required Sheriffs Documents

Purchase Order No. _____

Move-Out Date: _____ Case Number: _____

*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 clients. You also agree to hold harmless Action Services, it's owners, corporate officers, employees, agents and representatives when acting at your request and you further state you have the 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