

Law Offices  
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 A Professional Corporation  
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**Office Hours:**  
 Monday through Friday  
 9:00 - 12:00 and 1:00 - 5:00

**FILE TRANSMISSION CHECKLIST  
 FOR UNLAWFUL DETAINER PROCEEDINGS**

Your Information	
From:	No. Pages (including this cover sheet)
Phone:	Fax:
Property Information	
Tenant Names:	
Street Address:	Apt No.:
City:	State & Zip Code:

A copy of each of the following documents with a  is attached:

- Notice(s) upon which complaint will be based
- Notice(s) of rent increase(s), if applicable, for nonpayment of rent case
- Rental Agreement  written agreement not available  oral agreement
- Application(s) for Tenancy  not available
- Current Ledger Card or Printout  not available

The following items with a  apply:

- The notice is directed to all known adult occupants.
- The notice contains the correct property address.
- The notice requests the correct amount of rent due.
- The notice contains a completed proof of service.
- Rent has changed. Date of Last Change: \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_
- The premises is occupied by the following adult(s) not named in the notice:  
 \_\_\_\_\_

**CAUTION:** In order to avoid problems, the notice should normally be directed to all adult occupants of the premises. However, it may be possible to proceed without re-serving the notice if the person who is not named in the notice is not specified as a tenant on a written tenancy agreement, has not submitted an application for tenancy and has not paid rent. Feel free to call us if you are in doubt.

- Person(s) named in notice: \_\_\_\_\_,
- may have vacated  is a co-signor not in possession.
- Name(s) of resident(s) in the military:
- Updated employment information exists for:
- Comments/special instructions: