

KICK 'EM OUT QUICK CHECKLIST

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INSTRUCTIONS: Please complete the following form. If you are unsure what to put or whether a question applies to your situation, you may leave it blank. Once you have completed the form, please mail, fax, e-mail, or drop the form by our office. A member of our firm will be in contact with you to discuss the form.

LANDLORD INFORMATION

Landlord's Legal Name: _____
 Individual Sole Proprietorship Partnership LLC Corporation Other
 Contact Person: _____
 Street Address: _____
 City: _____ State: ____ Zip: _____
 Telephone: () - Fax: () - _____
 E-Mail(s): _____

TENANT INFORMATION

County: Burke Columbia Richmond Other: _____
 Street Address: _____
 City: _____ State: ____ Zip: _____
 Do you have the signed original lease? Yes No. If yes, please immediately send us a copy, and list everyone who signed the lease:

If no, please list the names of the tenants you would like to evict:

Why would you like to evict your tenant?

Late Rent.
 When was the last rent payment? ____ / ____ / ____
 How much is the monthly rent? \$ _____
 On what day of the month is rent due? _____
 Is there a grace period? Yes No. If yes, explain: _____

 What is the late fee? \$ _____

Lease expired and won't leave. Date lease expired: ____ / ____ / ____

Violated terms of the lease. Explain: _____

Have you, in writing, demanded that your tenant return possession of the premises? (Emails, texts, faxes, and mailed letters all constitute writings). Yes No.

If yes, when did you send the tenant this writing? ___ / ___ / _____.
Please immediately send a copy of the writing to us.