

Tenancy Intake

Date: _____

Client name: _____

Volunteer name: _____

Everyone should complete Section B

If the complaint is for nonpayment of rent, be sure to complete Sections A, B, C, and E. If the complaint is for holdover/other, be sure to complete Sections A, B, D, and E. Complete Section F (post-judgment relief) as applicable.

If the client's issue is solely about habitability and there is no eviction complaint, complete Sections B and E

A: The Complaint

1. Do you have the Summons and Complaint available to look at now? Yes No
2. What is the docket number on the Summons and Complaint? LT- _____ - _____
3. Who is the plaintiff listed on the complaint, is that the landlord? If no, who do you pay your rent to? _____
4. Is the client named on the complaint? Yes No
 - a. If no, what is client's relation to the case?

 - b. What court date is on the complaint? _____
5. Is this the first court complaint you received from this landlord?

B: Questions About Your Housing

1. When was the last time you signed a lease? _____
2. How long have you lived in this apartment/unit? _____
3. Type of residence (check all that apply):

Apartment

Multi-Family House

Rented Room

Basement, Attic, or Garage Unit

Single-family house

4. Does the owner/landlord live in your building? Yes No
5. How many apartments/units in your building? 1 2 3 more than 3
6. Do you receive subsidies for your housing? Yes No Unsure
 - a. If yes, what kind of subsidy do you receive? (Please check all that apply):
 - Section 8 voucher Section 8 project-based assistance
 - Public housing (pay rent to housing authority)
 - TRA (Temporary Rental Assistance) Other _____
7. What is your monthly rent? _____
8. When was your last rent increase?

C: Nonpayment of Rent Complaints

1. How much does the complaint ask for? \$ _____
2. If client has the complaint available: (see paragraph 9)
 - a. How much does the complaint ask for in base rent? \$ _____
 - b. Does the complaint ask for attorneys' fees? Yes No
 - c. Does the complaint ask for late fees? Yes No
 - d. Does the complaint ask for court costs? Yes No
3. Do you currently owe rent? Yes No Unsure
 - a. How much do you think you owe? _____
 - b. How much can you pay by your court date? _____
 - c. Do you have proof of recent payments? Yes No
 - d. Are you able to pay your rent going forward? Yes No Unsure
 - e. Are you able to make any payments towards the amount of back rent owed?
 - Yes No

5. Did your landlord provide you with notice about where your security deposit is being held? Yes No Unsure
6. Has your landlord tried to raise your rent? Yes No
 If yes,
 - a. Did your landlord provide written notice of the rent increase? Yes No
 - b. How much was your rent increase and when?
7. Is there a property registration hanging up in the common area? Yes No

D: Holdover/Other Complaints

1. Have you received written notices from your landlord telling you to stop doing something or leave the apartment/unit? Add additional notes below.
2. Were any notices attached to the complaint you received? Yes No
 - a. Do you still have copies of the notice(s)? Yes No
 - b. When did you receive the notice(s)? _____
3. Is there a property registration hanging up in the common area? Yes No

NOTES for Section D – Holdover/Other Complaints

E: Habitability Concerns

1. Is your home unlivable because of a pest infestation, lack of heat, lack of water, or for any other reason? Yes No (*provide further details below in Notes*)
2. If your apartment is not livable, have you notified your landlord? Yes No
 - a. If Yes, how and when?
 - b. Are you withholding rent? Yes No
3. Have you also notified Code Enforcement? Yes No Unsure
 - a. If Yes, how and when?
4. Has your landlord made any attempts to fix? Yes No
5. Is the landlord responsible for paying utilities? Yes No
6. Is the landlord responsible for paying the water bill? Yes No
 - a. If Yes, has s/he failed to pay those bills? Yes No Unsure

NOTES for Section E – Habitability Concerns

Is there anything else we should know?