

**Request to File Landlord-Tenant Lawsuit**

*Submit this form with as much information completed as possible to request the filing of a landlord-tenant lawsuit. Also submit a signed verification form and copies of leases, notices, etc. mentioned in this form. Social Security Numbers, EINs, and birth dates are required by the court but are not made available to the public and will be kept confidential by Scott Law Firm.*

Case Name	Number of plaintiff(s) and number of defendant(s)
Name of first Plaintiff:	
Name of first Defendant:	

Complete Address of Leased Premises		
Street Address:		Apt. No. (if applicable):
City:	State:	ZIP:
If the premises are in Columbia, do you have a current certificate of compliance with the rental housing code? <input type="checkbox"/> Yes <input type="checkbox"/> No		

First Plaintiff		
Last or company name:	First name:	Middle:
Street Address, City, State, ZIP:		
Business phone:	Home phone:	Cell phone:
Fax phone:	Email address:	
"Doing business as" name or trust name:		
Social Security Number or EIN:	Birth date:	
Type of plaintiff: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Housing Authority		

**Note: If "First Plaintiff" is not an individual, use "Second Plaintiff" to provide main contact person's information.**

Second Plaintiff		
Last or company name:	First name:	Middle:
Street Address, City, State, ZIP:		
Business phone:	Home phone:	Cell phone:
Fax phone:	Email address:	
Social Security Number or EIN:	Birth date:	

<b>First Defendant</b>		
Last name:	First name:	Middle name/initial:
Street Address, City, State, ZIP:		
SSN:	DOB:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone:	Cell phone:	Work phone:
Employer name/address:		
Info that may help in serving lawsuit:		

<b>Second Defendant</b>		
Last name:	First name:	Middle name/initial:
Street Address, City, State, ZIP:		
SSN:	DOB:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone:	Cell phone:	Work phone:
Employer name/address:		
Info that may help in serving lawsuit:		

<b>Third Defendant</b>		
Last name:	First name:	Middle name/initial:
Street Address, City, State, ZIP:		
SSN:	DOB:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone:	Cell phone:	Work phone:
Employer name/address:		
Info that may help in serving lawsuit:		

<b>Fourth Defendant</b>		
Last name:	First name:	Middle name/initial:
Street Address, City, State, ZIP:		
SSN:	DOB:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone:	Cell phone:	Work phone:
Employer name/address:		
Info that may help in serving lawsuit:		

(If there are more than four defendants, submit the same information on additional defendants separately)

## Type of Lawsuit, Type of Service

### Type of lawsuit desired:

- Rent and possession – collection of unpaid rent (tenant can stay if rent and court costs are paid on or before judgment date)
- Unlawful detainer – eviction upon expiration or other termination of lease
- Expedited eviction – eviction for drug-related activity or violence
- Contract action – claim for monetary damages (unpaid rent, premises damage, etc.) against departed tenant(s)

### Type of service of lawsuit summons desired:

- Special process server – recommended by Scott Law Firm and will be used if you do not select a service option
- Sheriff's deputy – slightly less expensive than special process server but possibly slower and less reliable
- Posting – allows judgment for possession (but not monetary damages unless tenants appear in court)

## Basic Lease Information

Type of lease:  Written (**provide copy**)  Oral      Expiration date: \_\_\_\_\_      \*\*Date vacated: \_\_\_\_\_

Monthly rent: \$ \_\_\_\_\_      Day of month due: \_\_\_\_\_      Does lease allow attorney fees?  Yes  No

\*\*\*Does lease provide for late fees?  Yes  No. If "yes," describe late fee provisions:

\*\*Leave date vacated blank if tenant(s) still have possession of leased premises. \*\*\*Court allows maximum of \$5/day for late fees.

## Rent and Late Fees Due

(You can submit a tenant ledger in lieu of completing this section)

Due Date	Rent Due	Rent unpaid	Late Fees @ \$_____/day
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

### Additional Information for Lawsuit

Check here if you have served any pre-suit demands or notices on the tenant(s) **and provide copies.** If you served a notice to terminate the lease, state the date you believe the lease is terminated pursuant to the notice:

Check here if you believe the tenant(s) have caused physical damage to premises.

Damage amount to date if known: \$\_\_\_\_\_.

Describe presently known damages:

Check here if you want to request an interlocutory (preliminary) judgment for possession so you can assess physical damage to premises after eviction and establish those damages at a later hearing before taking a final judgment.

Check here if the tenant(s) owe you money in addition to rent and late fees (such as utilities, bad check charges, etc.). State the amount(s) owed, an explanation of each amount, **and provide copies of any relevant documentation.**

**State amount of lease security deposit:** \$\_\_\_\_\_ **Pet deposit:** \$\_\_\_\_\_ ( refundable  non-refundable)

**Use this space to provide any additional information you think may be relevant, including but not limited to:**

1. Ways in which tenant(s) have violated the lease or applicable law which are not covered above, including drug or criminal activity.
2. Whether you have accepted any money from the tenant(s) after giving them a termination notice or after the lease expired.
3. Information that may be helpful to the process server, such as additional places where tenant(s) can be served or the presence of vicious animals on the tenants' premises.

(Attach additional sheets as necessary to provide this information; also attach copies of any relevant documents.)

### FINAL CHECKLIST

- Make sure all applicable and available information requested above is completed.**
- Provide copies of all documents mentioned above.**
- Provide signed verification on form we provide. There will be an additional \$10 charge for obtaining and filing a verification after the lawsuit is filed.**

**Lawsuit requested by:**

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature

*Note: Established clients will be invoiced for fees and expenses. First-time clients may be asked for advance payment.  
By submitting this form, you agree to pay according to our current schedule of fees and costs at [www.scottlawfirm.com](http://www.scottlawfirm.com).*