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STATEWIDE EVICTION SERVICES

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PLEASE EMAIL YOUR EVICTION REQUEST TO \*\*\*\*EVICCTIONSDEPT.GFC@GMAIL.COM\*\*\*\*

GENERAL INFORMATION

Table with 2 columns and 9 rows for general information including community name, county, ownership, year built, address, contact info, and gate code.

TENANT INFORMATION

Table with 2 columns and 4 rows for tenant information including number of tenants, tenant details (name, cell, description), address, and additional details.

DOCUMENTS NEEDED (Please check box if provided)

Table with 4 columns and 4 rows listing required documents: Lease Agreement, Notice (3/30/60/90), Proof of Service, Warning Letter, Ledger, Rent Increase Notice, and Notice to Tenant.

**NOTICE TO CURE/TERMINATION NOTICE (Reqs. per Ordinance No. 18-22)**

	YES	NO
Was a TEN (10) Day Warning Letter & Opportunity to Cure served prior to serving a formal eviction notice?		
Did you provide an additional THREE (3) Days to Cure to the TEN (10) days for a total of THIRTEEN (13) days?		
If not, was the tenant causing or creating an “imminent risk of physical harm to person or property”		

**PROPERTY TYPE (Check all that apply or fill in the box)**

	YES	NO
Is the property subject to the CARES Act? i.e., Does the property receive <b>Federal funding</b> or participate in <b>Federal grants or mortgage</b> programs?		
Does the property receive subsidies from any housing programs such as <b>LIHTC, HUD or Section 8</b> ?		
Is the property subject to the <u>San Francisco Residential Rent Stabilization and Arbitration Board</u> ?		

**MISCELLANEOUS (Check all that apply or fill in the box)**

	YES	NO
Was the rent increased during the tenancy?		
If yes, state date/s of increase and amount.		
Have any of the tenants been released from lease obligations? i.e, Victim of domestic violence <b>OR</b> roommate release?		

**MANDATORY TO DO LIST – DID YOU.....**

	Include <b>NAME OF PERSON, TELEPHONE NUMBER and ADDRESS</b> to whom rent payment shall be made.
	Include <b>AMOUNT DUE</b> (use base rent per month only-amount could be less than base rent for the month, but never more)
	<b>Use complete dates.</b> i.e., September 1, 2022 – September 30, 2022 or 9/1/2022-9/30/2022
	If payment is to be made <b>IN PERSON</b> , include the usual days and hours that person will be available to receive payment. If address is same, then no need to include an additional address.
	<b>Include negative credit reporting language.</b> <i>“Pursuant to California Civil Code §1785.26, you are hereby notified that a negative credit report may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligation.”</i>
	<b>Include election of forfeiture language in the notice.</b> <i>“Your landlord elects to declare your tenancy forfeited”</i>
	<b>Serve a VAWA Notice, if applicable.</b>
	<b>Serve the Notice to Tenant Required by Rent Ordinance Section 37.9(c)</b>
	<b>Serve a Warning Letter (10 Days + 3 Day to Cure)</b>

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