

**RESIDENTIAL UNLAWFUL DETAINER TRANSMITTAL FORM - ALAMEDA**

(UPDATED March 2025)

**GARY D. FIDLER & ASSOCIATES, APLC**

STATEWIDE EVICTION SERVICES

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**PLEASE EMAIL YOUR EVICTION REQUEST TO [\\*\\*\\*\\*EVICTIONSDEPT.GFC@GMAIL.COM\\*\\*\\*\\*](mailto:****EVICTIONSDEPT.GFC@GMAIL.COM****)****GENERAL INFORMATION**

NAME OF COMMUNITY	
COUNTY AND CITY OF COMMUNITY	
LEGAL NAME OF OWNERSHIP	
<u>YEAR BUILT</u>	
PROPERTY LEASING OFFICE ADDRESS	
CONTACT PERSON	
CONTACT E-MAIL	
CONTACT PHONE NO	
Is there a Gate Code? [NO] [YES], Code#: _____	

**TENANT INFORMATION**

Number of ADULT tenants named in the Lease	
<u>TENANT #1:</u> Name: Cell #: Physical Description	<u>TENANT #2:</u> Name: Cell #: Physical Description
TENANT/s ADDRESS	
Add'l details including best time to serve	

**DOCUMENTS NEEDED (Please check box if provided)**

	LEASE AGREEMENT		LEDGER
	NOTICE (3/30/60/90)		RENT INCREASE NOTICE
	PROOF OF SERVICE FOR EVICTION NOTICE		UD 120 (THIS FORM WILL BE SENT FROM OUR OFFICE ONLY IF THERE IS A DEFAULT DATE-THE FORM MUST BE RETURNED ASAP)

**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?		
If the property is subject to the CARES Act, are you using a 30 day to pay/30 day to quit notice? <sup>1</sup>		
Does the property receive subsidies from any housing programs such as <b>LIHTC, HUD or Section 8</b> ?		
Is the property subject to a local ordinance re: just cause or rent control?		

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

<b>Include all TENANTS OVER THE AGE OF 18 in the notice?</b>
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
<b>Include only ONE YEAR (12 months) of past due rent?</b>
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>Include a VAWA Notice, if applicable.</b>
<b>Was a copy of the written notice from the tenant (if provided) submitted to the City within 5 days of receipt? (City of San Leandro Only)</b>

*\*The information provided on this form does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available on this site are for general informational purposes only. Use of, and access to, this form or resources contained within the site do not create an attorney-client relationship between the reader, user, or browser and website authors, contributors, contributing law firms, or committee members and their respective employers.*

<sup>1</sup> Based on a Washington court decision, our office is recommending use of a 30 day to pay/30 day to quit instead of a 3 day/30 day.