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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	
TENANT #1: Name: Cell #: Physical Description	TENANT #2: Name: Cell #: Physical Description
TENANT/s ADDRESS	
Add'l details including best time to serve	

DOCUMENTS NEEDED (Please check box if provided)

<input type="checkbox"/> LEASE AGREEMENT	<input type="checkbox"/> LEDGER
<input type="checkbox"/> NOTICE (3/30/60/90)	<input type="checkbox"/> RENT INCREASE NOTICE
<input type="checkbox"/> PROOF OF SERVICE FOR EVICTION NOTICE	<input type="checkbox"/> NOTICE PURSUANT TO ORDINANCE NO. 02-21 N.S. (RICHMOND ONLY)
<input type="checkbox"/>	<input type="checkbox"/> RECEIPT FROM HOUSING AUTHORITY OF FILING NOTICE (RICHMOND ONLY)

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 Federal funding or participate in Federal grants or mortgage programs?		
Does the property receive subsidies from any housing programs such as LIHTC, HUD or Section 8 ?		
Is the property subject to a local ordinance?		

MISCELLANEOUS

	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 OR roommate release?		

MANDATORY TO DO LIST – DID YOU.....

	Include all TENANTS OVER THE AGE OF 18 in the notice?
	Include NAME OF PERSON, TELEPHONE NUMBER and ADDRESS to whom rent payment shall be made.
	Include AMOUNT DUE (use base rent per month only-amount could be less than base rent for the month, but never more)
	Use complete dates. i.e., September 1, 2022 – September 30, 2022 or 9/1/2022-9/30/2022
	If payment is to be made IN PERSON , 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.
	Include negative credit reporting language. <i>“Pursuant to <u>California Civil Code §1785.26</u>, 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>
	Include election of forfeiture language in the notice. <i>“Your landlord elects to declare your tenancy forfeited”</i>
	Include a VAWA Notice, if applicable.
	Include the Addendum Pursuant to Ordinance No. 02-21 N.S. (RICHMOND ONLY)
	File the notice with the Housing Department. (RICHMOND ONLY)

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