



COMMERCIAL EVICTION INFORMATION FORM

Return Completed Form To: evict@mokslaw.com

Date: _____, 20__

Owner Information

1. Property Owner's Full Legal Name: _____
2. Management Company's Name: _____
3. Contact Person: _____
4. Billing Address: _____, _____, _____
Street Address City State Zip Code
Telephone No: _____ Email Address: _____@_____
5. Has the property recently changed Property Management/Ownership or will it during the pendency of this action? Yes No
If yes, please attach a copy of your Welcome Letter to this Eviction Information Form.

Property Information

6. Address of Rental Property: _____, _____, _____
Street Address City State Zip Code

Tenant Information

7. Tenant's Name/Name of Business: _____ S.S.# _____ Date of Birth _____
Co-Tenant's Name/Guarantor: _____ S.S.# _____ Date of Birth _____
8. Are there unknown persons/employees cvthe Premises (John / Jane Doe)? ""Yes No

Service

9. Do you want me to post if I am unable to obtain personal service? Yes No
posting service = possession ONLY / personal service = money judgment and possession
(Please note: if we do not have permission to post, we may not be able to obtain possession of the premises.)

Amounts Owed by Tenant(s)

10. What is the monthly amount of rent? \$ _____.
11. **RENT:** The Tenant(s) owe:
\$ _____ rent for the month of _____, 20__
\$ _____ rent for the month of _____, 20__
\$ _____ rent for the month of _____, 20__
Total rent owed: \$ _____
12. **LATE CHARGES:** The Tenant(s) owe:
\$ _____ late charges for the month of _____, 20__
\$ _____ late charges for the month of _____, 20__
\$ _____ late charges for the month of _____, 20__
Total late charges owed: \$ _____
13. **DAMAGES AND/OR UTILITIES, OTHER AMOUNTS OWED:** (Please Specify) _____

* If you are requesting damages, please attach copies of your repair receipts to this Eviction Information Form.

Total damages owed: \$ _____

14. **TOTAL AMOUNT OWED: \$ _____** [Questions 9 -11]

Documents Needed

15. Do you have a signed Lease Agreement? Yes No
If yes, please attach a copy to this Eviction Information Form.
16. Do you have an updated Payment Ledger? Yes No
If yes, please attach a copy to this Eviction Information Form.
Your Payment Ledger MUST match the amounts requested above.

If no, please attach proof tenant has made a past payment (cancelled check, money order, etc).

17. Were any notices sent to the tenant? Yes No

If yes, please attach a copy to this Eviction Information Form.

18. Have you filed a police report against the Tenant? Yes No

If yes, please attach a copy to this Eviction Information Form.

If this is an Emergency Eviction, please provide a brief description of the incident:

Collection Information

20. If we obtain a judgment, do you want us to collect the money for you? Yes No

**If you answered "Yes" to question 19, please continue to the questions below.*

21. EMPLOYMENT INFORMATION:

Tenant's Name: _____

Employer's Name: _____

Employer's Address: _____, _____, _____
Street Address City State Zip Code

Co-Tenant Name: _____

Employer's Name: _____

Employer's Address: _____, _____, _____
Street Address City State Zip Code

22. BANK ACCOUNT INFORMATION:

Tenant's Name: _____

Name of Tenant's Bank: _____

Bank Address: _____, _____, _____
Street Address City State Zip Code

Co-Tenant's Name: _____

Name of Co-Tenant's Bank: _____

Bank Address: _____, _____, _____
Street Address City State Zip Code

Documents Needed

23. Do you have a Rental Application? Yes No

If yes, please attach a copy to this Eviction Information Form.

24. Do you have a copy of a Tenant's check? Yes No

If yes, please attach a copy to this Eviction Information Form.

Final Questions

25. If I obtain a money judgment, and the above information is outdated, do you want me to search for new employment information and bank account information? Yes No

**Attention: There are additional costs involved in running a skip trace (up to \$50.00).*

I, the undersigned, am authorized to enter into this agreement on behalf of the above-named Property. I agree to have The Law Offices of Anderson & Associates litigate this matter in the appropriate Missouri or Kansas court. I also agree to pay attorney's fees in the amount of \$500.00, any trial fees, if applicable, and costs within 30 days of invoicing, regardless of a third-party obligation to indemnify me as a property manager. I further understand that Anderson Law, LLC shall be paid thirty percent (30.00%), plus costs, of the amount collected as fees for their collection services.

Signature

Printed Name

Please let us know how you heard about Our Company! _____