



**EVICTON 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
7. Is this a HUD or Section 8 Property? Yes  No

**Tenant Information**

8. Tenant's Name: \_\_\_\_\_ S.S.# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Co-Tenant's Name: \_\_\_\_\_ S.S.# \_\_\_\_\_ Date of Birth \_\_\_\_\_
9. Are there unknown persons living in the Premises (John Doe/ Jane Doe)? Yes  No

**Service**

10. 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 get possession of the property back.)

**Amounts Owed by Tenant(s)**

11. What is the monthly amount of rent? \$ \_\_\_\_\_.
12. **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: \$ \_\_\_\_\_**
13. **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: \$ \_\_\_\_\_**
14. **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: \$ \_\_\_\_\_**

15. **TOTAL AMOUNT OWED: \$ \_\_\_\_\_** [Questions 9 -11]

**Documents Needed**

16. Do you have a signed Lease Agreement? Yes  No   
If yes, please attach a copy to this Eviction Information Form.

17. 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).
18. Were any notices sent to the tenant? Yes  No
- If yes, please attach a copy to this Eviction Information Form.
19. 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:
- 
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**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.  
\*\*There will be additional fees to collect on Judgments.*

**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 a \$300.00 attorney fee, a \$300.00 trial fee 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%) of the amount collected as an attorney fee for their collection services. I understand there will be additional service fees to collect on Judgments for which I will be responsible.

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

Please let us know how you heard about Our Company! \_\_\_\_\_