

THE
BRENNAN LAW FIRM

(626)294-0500 – Telephone

(626)294-0505 – Facsimile

(855)285-2230 – Toll Free

www.MBrennanLaw.com

Instructions for Completing This New Case Form

1. Complete each field/question below. (Write “N/A” in any inapplicable field)
This includes the section on Rent Control and/or Just Cause.
2. Attach Copies of the following Documents;
 - a. Rental Agreement/Lease;
 - b. Most recent Rent Increase notice & signed proof of service by the individual who served it;
 - c. Termination Notice (3/15/30/60/90 Day/Foreclosure) when served by client;
 - d. Proof of Service for Termination Notice;
 - e. Copy of written Management Agreement, if any;
 - f. Most recent ledger (if the basis of the eviction is non-payment of rent);
 - g. Copies of all addenda and/or changes in terms of tenancy served in connection with and/or required by SB 1482, (e.g., notices that property is, or is not, subject to SB 1482, notice of changes in terms of tenancy re: right to evict for owner occupancy, etc.)
 - h. If the eviction is for “nuisance behavior”, copies of any prior written warnings sent to the tenant being evicted, written complaints from neighboring tenants, police reports, restraining orders, and/or any other evidence which supports the behavior underlying the eviction. We will also need video footage if it exists, which can be provided at a later date;
3. Scan to NewCase@MBrennanLaw.com (or Fax to 626-294-0505);
4. Keep original documents listed above and bring to trial.

New Case Information Questionnaire

1. _____
Contact Name

Name of Plaintiff* in this case

*Must be either: the individual or entity holding title to the subject property or an agent, such as a management company with whom the title holder has a written contract allowing the management company to file evictions on behalf of the title holder

Billing Address – Must be a physical address; no PO Boxes or mail services.

Telephone / Fax Number

Email Address

Management Company (if applicable)

2. **Tenant Names*:**

1. _____
2. _____
3. _____
4. _____
5. _____

*Please do not include minors

*If there are more than 5 named lessees, please provide those names on an additional sheet of paper.

3. **Property Address (Unit tenant is to be evicted from):**

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4. **Number Of Bedrooms?** () Studio () 1B () 2B () 3B () 4B () Other _____

5. **What Year Was This Property Built?** _____

6. **Do you receive Section 8 for this tenant** () Yes () No

a. **Full Name of Section 8 Case Worker:** _____

b. **Mailing Address of Section 8 Case Worker:** _____

c. **Email Address of Section 8 Case Worker:** _____

7. **Do you receive Section 8 for any other tenant in the building?** () Yes () No

8. **Do You Have an Onsite Manager:** () Yes () No

Manager's Name

Phone #

Email

9. **Does the property require an Access Code or Key to gain entry into the property?**

() Yes Gate Code: _____

() No

10. **Tenants Current Rent:** \$ _____

11. **Date of Most Recent Rent Increase:** _____

12. **Is this Eviction based on Non-Payment of Rent?** () Yes () No

If "NO", please state the basis of the eviction:

13. **Has the property transferred title since you've owned the property?**

() Yes () No

14. **Has management of the property changed since you've owned the property?**

() Yes () No

15. **Rent Control and/or Just Cause (eviction control)**

On the following pages are several questions designed to avoid delays and unnecessary fees and costs. Please answer them ALL to the best of your ability.

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RENT CONTROL & JUST CAUSE ADMINISTRATIVE REQUIREMENTS CHECKLIST

Most properties in California are subject to some form of Rent Control, (RC) and/or “Just Cause”, (JC) statutes, whether it is the Tenant Protection Act or a local municipality’s RC/JC statutes.

Virtually all RC and/or JC ordinances have **administrative requirements** landlords are required to comply with *before* they may collect rent or file an eviction. Where a landlord fails to comply with those requirements, tenants may raise that failure as a **complete defense** to an eviction.

It is the clients’ obligation to make sure any administrative requirements are met *before* opening a case. In order to avoid wasting your time and money, we have developed the list of questions below designed to determine whether all necessary administrative requirements have been met **before** we open the case. Please answer the questions and submit your responses along with the rest of the intake forms and documents.

1. **Is the property subject to the Tenant Protection Act, (AB 1482)?**

YES

NO If no, please tell us why not: _____

2. **If you believe the property is exempt from the TPA, please explain the reason for that belief:** _____

3. **Does the city in which the property is located have a “RENT CONTROL” or “JUST CAUSE” ordinance?**

YES If yes, please let us know which ordinance: _____

NO

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4. Is your property subject to those RC / JC laws?

YES
NO If no, please tell us why not: _____

5. Does the property fall under an exemption?

YES If yes, which exemption? _____
NO

6. Does the RC or JC ordinance require the property to be registered with the city?

YES If yes, is it registered? YES NO
NO

7. Does the RC or JC ordinance require the registration to be posted at the property?

YES If yes, is it posted? YES NO
NO

8. Does the registration have to be served on the tenant each year?

YES If yes, has it been served for this year? YES NO
NO If no, please provide us a current copy of the registration.

9. Does the RC / JC ordinance require the landlord pay Registration Fees each year?

YES If yes, have they been paid for the current year?
YES NO
NO

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10. Does the RC/JC ordinance require a “Tenant’s Rights Notice” to be posted at the property?

YES If yes, is it currently posted? YES NO
NO

11. Is the termination notice required to state an “at-fault” or “no-fault” reason?

YES Please state is the reason for terminating the tenancy _____
NO

12. Does the notice have to be sent or uploaded to the city (within a specific time period)?

YES If yes, has it been uploaded or mailed? YES NO
NO

13. Are relocation fees required? (No Fault Terminations Only)

YES If yes, have they been paid and/or waived? YES NO

NO If no, please tell us why not: _____

14. Does the ordinance require a Relocation Specialist? (e.g., Los Angeles)

YES If yes, have you engaged one yet?

NO If not, please tell us why not: _____

