



# EVICTON INTAKE FORM

Oregon Eviction Services

Ph: 503-XXX-XXXX | Intake@OregonEvictionServices.com

Please print legibly.

|                                                                                                    |                    |                   |       |
|----------------------------------------------------------------------------------------------------|--------------------|-------------------|-------|
| TODAY'S DATE                                                                                       | FILING COUNTY      | CONTACT PHONE #   | EMAIL |
| SUPERVISOR'S NAME                                                                                  | SUPERVISOR'S EMAIL | PROPERTY MGMT CO. |       |
| Special Access Needed <input type="checkbox"/> No <input type="checkbox"/> Yes Instructions: _____ |                    |                   |       |

**PLAINTIFF / LANDLORD**— how the legal ownership entity should read (required)

## STEP 1 EVICTION FILING

**Type of Notice**(attach a copy of the notice given)

☐ Commercial

☐ Non-Payment of Rent

☐ 20-Day Repeat Violation

☐ 30-Day with Stated Cause

☐ For Non-Payment Yes No

☐ 10-Day (Repeat or Pet Violation, Week-to-Week Tenancy)

☐ 30 / 60 / 180-Day Without Stated Cause

☐ 24-Hr. Injury, Damage, Unlawful / Outrageous Act

☐ Other Notice (Explain): \_\_\_\_\_

☐ No Notice (Explain): \_\_\_\_\_

**Tenant(s) — Name & SSN / DOB (for SCRA)**

*incomplete info may add a \$5.00 fee*

1 \_\_\_\_\_ 3 \_\_\_\_\_

2 \_\_\_\_\_ 4 \_\_\_\_\_

**Arrange representation for the First Appearance hearing?** ☐ Yes ☐ No *if yes, complete desired outcome below*

Pay & Stay Terms: \_\_\_\_\_

Vacate Terms: \_\_\_\_\_

Other Terms: \_\_\_\_\_

*\*include ledger*

☐ Check One

*To dismiss a case prior to the First Appearance, send the Dismissal form to Oregon Eviction Services.*

## STEP 2 RESTITUTION

Hearing Date: \_\_\_\_\_ Purchase Order No.: \_\_\_\_\_

Case Number: \_\_\_\_\_ Did the tenant(s) appear? ☐ Yes ☐ No

*If tenants appeared, list what they did not comply with and attach the signed agreement (missing agreement may add a \$10.00 fee).*

## STEP 3 LOCKOUT

*attach required Sheriff's documents*

Move-Out Date: \_\_\_\_\_ Case Number: \_\_\_\_\_ Purchase Order No.: \_\_\_\_\_

Oregon Eviction Services will not provide legal advice or services, engage in the practice of law, assess the validity of termination notices or the possibility of defenses / counterclaims when assisting clients. You also agree to hold harmless Oregon Eviction Services, its owners, corporate officers, employees, agents and representatives when acting at your request and you further state you have the complete authority to make such request. Any account that is past due may be charged a late fee of \$25.00 per file when account is over 60 days and at the discretion of Oregon Eviction Services. Oregon Eviction Services will charge a \$40.00 prep fee for any request that is canceled prior to being filed with the courts. By printing your name below, you authorize us to fulfill your request and agree to the terms herein.

PRINT Requestor's Name: \_\_\_\_\_ Purchase Order No.: \_\_\_\_\_

☐ Yes ☐ No