



If you are trying to collect money for damages caused as a result of a lease, please fill out the information below (*please note that this form is not used for the purposes of an unlawful detainer, this form only applies when tenants have already moved out*):

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Place of Employment \_\_\_\_\_

Bank Accounts (if known) \_\_\_\_\_

Lease/Rent Agreement       Written       Oral

Monthly Rent \_\_\_\_\_ Due Date \_\_\_\_\_

Rent is currently due for the following months \_\_\_\_\_

Total rent due \_\_\_\_\_

Any other costs?  Damages \_\_\_\_\_

Interest \_\_\_\_\_

Attorney's Fees \_\_\_\_\_

Clerk's filing fee \_\_\_\_\_

Process Server's fee \_\_\_\_\_

Other (specify) \_\_\_\_\_

Move in date \_\_\_\_\_

Move out date \_\_\_\_\_

Deposit amount: \_\_\_\_\_

Was deposit held?      Yes                  No

If deposit was used towards damages, please provide an itemization below:

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Defendant was served the following notice:

3-day notice to pay rent or quit

30-day notice to quit

- 60-day notice to quit
- 3-day notice to perform covenants or quit
- 3-day notice to quit
- Other (specify) \_\_\_\_\_

Please describe why you are pursuing a small claims action against the person/business you mentioned above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the person/business owe you money?                      Yes                      No

Why does the person owe you money? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When did this happen? Please give date: \_\_\_\_\_

How much money is owed to you? \_\_\_\_\_

How did you calculate that amount? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you try to resolve this matter outside of court?    Yes                      No

If so, how? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You must demand the money that is owed to you from the person you are suing prior to filing a claim. Have you done this?                      Yes                      No

If so, how? \_\_\_\_\_

If so, when? \_\_\_\_\_

Have you filed more than 12 other claims in the State of California in the last 12 months?

Yes                      No

When you file in small claims court, you will not be able to appeal the decision that is made. Would you like to pursue a small claims claim anyway?

Yes                      No

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Any other facts that may be helpful:

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**ACKNOWLEDGMENT AND AUTHORIZATION**

I understand that the Legal Document Assistant (LDA) preparing my documents is NOT an attorney, cannot select forms and DOES NOT give legal advice. I hereby direct the Legal Documents Assistant to type and perform certain services as outlined in our discussion(s). I further declare that the foregoing information which I have provided is, to the best of my knowledge, true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature