



### Information Sheet for Landlord/Tenant Problems

1. **Information on the Tenant(s)**

Tenant(s) Name(s): \_\_\_\_\_  
Addresses: \_\_\_\_\_  
Telephone: \_\_\_\_\_

2. **Information on the Landlord(s)**

Landlord(s) Name(s): \_\_\_\_\_  
Addresses: \_\_\_\_\_  
Telephone: \_\_\_\_\_

3. **Information on the Property Manager(s)**

Manager(s) Name(s): \_\_\_\_\_  
Addresses: \_\_\_\_\_  
Telephone: \_\_\_\_\_

4. **Tell Us About Your Rental Unit**

Street address of your rental unit: \_\_\_\_\_  
 House  Condo  Apartment  Room  Space in Mobile Home Park  
 Low-income Housing  Other \_\_\_\_\_

5. **Is There a Lease?**

Yes, I have a lease, from \_\_\_\_\_ (date) to \_\_\_\_\_ (date). (ATTACH COPY)  
 No, I rent from month-to-month. My tenancy began \_\_\_\_\_ (date).  
 Other arrangement: \_\_\_\_\_

6. **Tell Us About Your Rent**

My rent is \$ \_\_\_\_\_ per  month  week  other \_\_\_\_\_  
My rent is due on the  1<sup>st</sup>  5<sup>th</sup>  10<sup>th</sup>  15<sup>th</sup>  other day \_\_\_\_\_ of the month.  
 I have cancelled checks or receipts as proof of the rent I have paid.

7. **What Did You Pay When You Moved In?**

\$ \_\_\_\_\_ for first month's rent  
\$ \_\_\_\_\_ for security deposit  
\$ \_\_\_\_\_ for pet deposit  
\$ \_\_\_\_\_ for last month's rent  
\$ \_\_\_\_\_ other: \_\_\_\_\_  
 I have cancelled checks or receipts as proof of what I paid.

8. **Tell Us About Your Problem**

I'm being evicted.  
 My landlord exercised a landlord lien, and took \_\_\_\_\_ (property)  
on \_\_\_\_\_ (date). ATTACH COPY OF THE LIEN NOTICE YOU RECEIVED.  
 My landlord won't make repairs that are needed. List repairs needed: \_\_\_\_\_  
\_\_\_\_\_  
 My landlord changed the locks on my rental unit on \_\_\_\_\_ (date)  
 My roommates moved out and won't pay the rent.  
 I've been told that I no longer qualify for low-income housing. ATTACH COPY OF NOTICE  
 I didn't get my security deposit back.  
 Other: \_\_\_\_\_

Colorado Legal Services  
Northwest Colorado Legal Services Project

9. **If You Are Being Evicted, Please Tell Us:**
- a. I'm being evicted because the landlord says:
- I owe rent, amount \$ \_\_\_\_\_.
  - I violated a clause of the lease, which says: \_\_\_\_\_
  - My lease has expired.
  - I have a month-to-month tenancy and my landlord gave me a ten-day notice.
  - Other: \_\_\_\_\_
- b. Attach a copy of any notice you have received, and tell us:  
When you received the notice (date): \_\_\_\_\_  
How you received the notice:  mailed  posted on my door  served on me
10. **If Your Security Deposit Was Not Returned, Please Tell Us:**
- a. My tenancy ended on (month/day/year): \_\_\_\_\_
- b. My landlord was supposed to return my deposit within \_\_\_\_\_ days.
- c.  My landlord didn't return my deposit, and didn't send me a statement explaining why.  
OR  
 My landlord sent me a statement (ATTACH COPY) but I disagree with the reasons for keeping my deposit because \_\_\_\_\_
- d. I sent a 7-day demand letter to my landlord on (date): \_\_\_\_\_  
(See samples of 7-day demand letters on our website: [www.coloradolegalservices.org](http://www.coloradolegalservices.org))
- e.  My landlord returned my deposit after I sent the 7-day demand letter.  
OR  
 My landlord didn't return my deposit after I sent the 7-day demand letter.
11. **If Your Problem Involves a Court Case, Please Tell Us:**
- a. The court case is for:  eviction  rent I owe  other costs I owe: \_\_\_\_\_  
 security deposit  other: \_\_\_\_\_
- b. My court case is in:  Small Claims Court  County Court  District Court
- c. My court case is being heard in \_\_\_\_\_ County.
- d. The Plaintiff is: \_\_\_\_\_
- e. The Defendant is: \_\_\_\_\_
- f. The case number is: \_\_\_\_\_
- g. My hearing is set for (date and time): \_\_\_\_\_
- h. This hearing date is for:  Answer  Trial  Other: \_\_\_\_\_
- i. I was served with the court papers on (date): \_\_\_\_\_
- j. I was served by:  mail  papers posted on my door  sheriff or process server
- k. I was served at (address and city): \_\_\_\_\_

**ATTACH COPIES OF ALL COURT PAPERS**

12. **What Do You Want To Do?**
- Negotiate to Pay What I Owe
  - Negotiate to Have More Time to Move Out
  - Move Out Without Having to Pay
  - Fight the Court Case
  - File a Court Case
  - Other: \_\_\_\_\_

My reasons for wanting to do this are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have attached COPIES of my:  lease  notices/letters I have received/sent  court papers.