



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 1st 5th 10th 15th 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)

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.