

— INTAKE & AUTHORIZATION FORM —



HOW DID YOU HEAR ABOUT US?

☐ Google ☐ Bing ☐ Facebook ☐ Instagram ☐ Sign ☐ Other: _____



CASE TYPE

Please choose the option that best describes your situation:

- ☐ **NONPAYMENT** – The tenant owes unpaid rent. A 14-Day Rent Demand Notice will be served. If the tenant pays, the matter ends. If not, a nonpayment case may be filed seeking the unpaid rent and possession of the property.
- ☐ **HOLDOVER** – The tenant's lease or tenancy has ended, but they remain in possession. Important: A holdover proceeding generally seeks possession only, not unpaid rent. If you also want to recover unpaid rent, please let us know.
IMPORTANT: DO NOT ACCEPT RENT AFTER THE TERMINATION DATE.
- ☐ **SQUATTER** – Someone is occupying the property without permission and has no legal right to be there.
- ☐ **LICENSEE** – Someone such as a family member, friend, or former partner was allowed to stay but never became a tenant and now refuses to leave.



LEGAL OWNER INFORMATION

Legal Owner Name (Exact Name on Deed): _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Entity Type: ☐ Individual ☐ LLC ☐ Corporation ☐ Trust ☐ Estate

Do you own more than 10 apartments/Units in NYC? ☐ Yes ☐ No

Total number of properties owned: _____

Sole Owner? ☐ Yes ☐ No



TENANT INFORMATION

Tenant Name(s): _____

Rental Address: _____

City: _____ State: _____ Zip: _____

Total # of units at property: _____ Agreement Type: ☐ Verbal ☐ Written Lease

Tenant Move-In Date: _____

Lease Start Date: _____

Lease End Date: _____



OCCUPANCY & OTHER INFORMATION

Basement Occupied?

☐ Yes

☐ No

Rooms Rented?

☐ Yes

☐ No

Disabled Occupant?

☐ Yes

☐ No

Attic Occupied?

☐ Yes

☐ No

If Yes, # of Rooms:

Military Service?

☐ Yes

☐ No



RENT INFORMATION

Monthly Rent: \$

Security Deposit: \$

Last Payment Received:

/

/

Total Arrears Claimed: \$

Rent Paid By:

☐ Tenant

☐ Section 8

☐ HPD

☐ NYCHA

☐ CityFHEPS

☐ HASA

☐ Public Assistance

Tenant Portion: \$

Government Portion: \$

TENANTS PORTION OF RENT OWED

Month	Tenant Portion Owed (\$)	Amount Paid (\$)	Balance Owed (\$)
January	\$	\$	\$
February	\$	\$	\$
March	\$	\$	\$
April	\$	\$	\$
May	\$	\$	\$
June	\$	\$	\$
July	\$	\$	\$
August	\$	\$	\$
September	\$	\$	\$
October	\$	\$	\$
November	\$	\$	\$
December	\$	\$	\$

REQUIRED GOOD CAUSE EVICTION DISCLOSURE

All applicants must disclose every residential property they own, directly or indirectly, anywhere in New York State, including property owned individually, through an LLC, corporation, partnership, trust, or any other entity. This information is required to determine whether an exemption under the New York Good Cause Eviction Law may apply. Failure to provide complete and accurate information may delay your case or affect the documents prepared on your behalf.



PROPERTY INFORMATION

List up to 5 properties owned in New York.

PROPERTY #1

Entity Type:

☐ Individual ☐ LLC ☐ Corporation ☐ Trust ☐ Estate

Property Address: _____

City: _____ State: _____ Zip: _____

Number of Apartments/Units: _____ Number of Owners: _____

Owner Name(s): _____

PROPERTY #2

Entity Type:

☐ Individual ☐ LLC ☐ Corporation ☐ Trust ☐ Estate

Property Address: _____

City: _____ State: _____ Zip: _____

Number of Apartments/Units: _____ Number of Owners: _____

Owner Name(s): _____

PROPERTY #3

Entity Type:

☐ Individual ☐ LLC ☐ Corporation ☐ Trust ☐ Estate

Property Address: _____

City: _____ State: _____ Zip: _____

Number of Apartments/Units: _____ Number of Owners: _____

Owner Name(s): _____

PROPERTY #4

Entity Type:

☐ Individual ☐ LLC ☐ Corporation ☐ Trust ☐ Estate

Property Address: _____

City: _____ State: _____ Zip: _____

Number of Apartments/Units: _____ Number of Owners: _____

Owner Name(s): _____

PROPERTY #5

Entity Type:

☐ Individual ☐ LLC ☐ Corporation ☐ Trust ☐ Estate

Property Address: _____

City: _____ State: _____ Zip: _____

Number of Apartments/Units: _____ Number of Owners: _____

Owner Name(s): _____



AUTHORIZATION

By signing below, you certify that the information provided is true and accurate. QUICK EVICTS, INC. has worked closely with experienced landlord/tenant counsel for many years to assist our clients with their matters. Quick Evicts provides administrative and document preparation services; all legal services are provided exclusively by the retained law firm. All administrative fees are prepaid, earned, final, and non-refundable. You authorize us to process your matter based on the information provided. Incorrect information may result in delays, dismissal, or additional costs.

SIGNATURE (REQUIRED FIELD)

Signature: _____ (Required)

Printed Name: _____

Date: ____/____/____