

## CHECKLIST FOR LANDLORD/TENANT CASES

### Parties

Plaintiff/Landlord (are they the owner): \_\_\_\_\_

Attorney: \_\_\_\_\_

Defendant(s)/Tenant(s): \_\_\_\_\_

### Notice (what type of notice has been filed?):

Date Notice Was Served: \_\_\_\_\_ Manner of Service: \_\_\_\_\_

The SCAO form is not required, a notice can be handwritten if it meets certain requirements

24 Hour Notice (DC 100e Demand for Possession Termination of Tenancy Due to Unlawful Drug Activity on Premises)

7 Day Notice (DC 100a Demand for Possession - Nonpayment of Rent)

7 Day Notice (DC 100b Demand for Possession - Damage/Health Hazard to Property)

Serious and continuing health hazard, or

Extensive and continuing damage to the property

30 Day Notice (DC 100c Notice to Quit to Recover Possession of Property)

### Summons & Complaint:

Court: \_\_\_\_\_ Court Date: \_\_\_\_\_ Judge: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_ Manner of Service: \_\_\_\_\_ Proper Service?  Date of Service: \_\_\_\_\_

Attachments: Lease:  Notice:  Police Report (required for 24 hr eviction):  Other: \_\_\_\_\_

Does the complaint match the notice? (ex: Nonpayment of Rent vs. Notice to Quit)

Is it curable?  How? \_\_\_\_\_

Is there a written lease?  Dates of lease: \_\_\_\_\_ Public Housing?  Subsidized Housing?

Rent owing? \$ \_\_\_\_\_ Late fees? \$ \_\_\_\_\_ Unpaid utilities? \$ \_\_\_\_\_ Other? \$ \_\_\_\_\_ Last Date Rent Paid: \_\_\_\_\_

Is Section 10: Supplemental Complaint checked? (money judgment is requested) Personal Service (required)?

Amount of Supplemental Complaint: \_\_\_\_\_

Is there a Certificate of Occupancy?  Is one required?

Additional Info:

---

---

Answer:

Filed? Date: \_\_\_\_\_ Manner of Service: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Is a Jury Trial demanded (must be done in first responsive pleading)?  Fee paid?  Fee Waiver Filed?

Defenses (Habitability, lack of Certificate of Occupancy, retaliation, failure to repair, improper service, discrimination):

---

---

Additional Info:

---

---

**Additional COVID Information**

CDC Eviction Moratorium

Does Moratorium apply in the situation? If not, why? \_\_\_\_\_

Has a Declaration Form been completed by Tenant? If not, why? \_\_\_\_\_

CARES Compliance

Was a Verification of Compliance With Cares Act (DC 504) filed with the Complaint?

Is the property a "Covered Property" under the CARES Act?

Next Steps

Negotiate       Conditional Dismissal       Trial

Notes:

---

---

