

EVICTION REFERRAL

Date sent: _____

Sent by _____

Contact information for updates on court proceeding: _____

TYPE OF EVICTION YOU WANT US TO FILE:

_____ Non-Payment

_____ Lease Violation/Termination

_____ Holdover proceeding natural end of lease non-renewal

_____ 713 Proceeding (no landlord tenant relationship- squatter or licensee, tax foreclosure)

owner of property (please provide the name that the deed to the property is in:

Rental Address:

_____ Apartment

If property has a mailing address or legal address that is different from the rental address please provide:

PURSUANT TO THE NEW TENANT PROTECTION LAWS, ONLY THE MONTHLY RENT AMOUNT MAY BE SOUGHT IN AN EVICTION. NO LATE FEES, PET FEES, GARAGE ETC MAY BE ASKED FOR. PLEASE PROVIDE JUST THE RENT, NO “ADDITIONAL RENT” IN THE BOX BELOW.

- Written lease?
- Term of lease
- Tenants on lease

MONTHLY RENT AMOUNT \$ _____

BREAKDOWN OF AMOUNTS OWED THROUGH DATE OF REFERRAL

MONTH	RENT
-------	------

December 2019	\$650.00
January 2020	\$650.00
TOTAL AMOUNT	

SUPPORTING DOCUMENTATION NEEDED FOR THE FOLLOWING INCLUDE:

FOR NONPAYMENT PROCEEDS:

- Lease/renewal of lease and any rent increase notifications
- Applications
- 5 day late notice served by certified mail _____ date served
- Copy of certified mailing of 5 day late notice
- Affidavit of 5 day mailing (if done)
- 14 day notice to quit _____ date served
- Affidavit of service of 14 day notice to quit with proof of mailings(first class and certified) within one day of delivery if completed by substitute service or nail and mail
 - Personal service
 - Substitute service
 - Nail and mail
- Ledger

FOR BREACH OF LEASE EVICTIONS

- Lease/renewal of lease and any rent increase notifications
- Applications
- Documentation of Lease Violations (check all included)
 - Police reports
 - Maintenance reports (intake and response)
 - Receipts for maintenance work performed
 - Photos of damage
 - Any additional information needed to prove violation

HOLODVER PROCEEDING NATURAL END OF LEASE NON-RENEWAL

- **Lease**
- **Application**
- **Notice of non-renewal required starting October 14, 2019**
 - **For leases of up to a year 364 or less or a month to month tenancy where tenants have not been in possession for a year or more- 30 days in advance**
 - **For leases 365 up to 2 years or where tenants have been in possession up to 2 years-60-day notice require**
 - **For leases 2 years or more or for tenants who have been in possession for more than 2 years-90-day notice required**

RPAPL 713 PROCEEDINGS

- **Ten-day notice to vacate**
- **Affidavit of service for 10 day notice to vacate**
- **Proof of deed and notice to tenant on foreclosure proceeding**

PLEASE EMAIL TO Jaime jcain@boylancode.com and (phone 238-3514) **and Amanda Marelo**