

Eviction Checklist

- Copy of Lease
- Copy of 5-day late notice with proof of mailing affidavit of service
- Copy of the 14-day notice with proof of mailings and affidavit of service or copy of Notice of Termination or Nonrenewal with proof of service
- Copy of Freddie/Fannie print out showing no federal mortgage if applicable
- Original Petition
- Copies of Petition (4) for one (7) for two +3 for everyone thereafter
- COVID Affidavit signed by attorney or affirmation of owner
- 2 Required Notices (1 English 1 Spanish to tenant)
- Check \$45 to city courts \$20 to town/village courts
- Letter to Clerk outlining what is in package (sample on RERT)
- Return envelope with prepaid postage
- Proposed warrant with language stating no COVID AND type of action the warrant is seeking removal for