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TENANT/LANDLORD - LANDLORD

DATE: _____

1. Name: _____
Address: _____
Phone #: (Home) () - _____
(Business) () - _____
How long at present address? _____
2. S.S.#: _____ - _____
Date of Birth: _____
3. Occupation: _____
4. Name, address, phone number of employer and how long employed?

5. Single: _____ Married: _____ Divorced: _____
Separated: _____ Widowed _____
6. Spouse's Name (if applicable): _____
7. Number of children or other dependents:
Children: _____
Dependents: _____
8. What is Complaint for (Holdover, Non-Payment, Disorderly Tenant)?

9. Other attorneys currently or previously involved: _____

10. Is this matter currently or has been in litigation? If so, please
state the Court and Docket Number. _____

11. How were you referred to us? _____

What is the name and address of the Tenant involved in this dispute?

Tenant began tenancy in present apartment in (approximate date if exact month and year not recalled) _____

If Tenant lived in other apartment(s) in same building, indicate apartment number, floor, and dates of tenancy: _____

Written Lease - presently or in the past (obtain copy).

As to Oral or Written Lease, are there any special Covenants, e.g., Tenant supplies own heat, makes repairs, etc.? _____

Has Tenant failed to abide by any Covenants? _____

Has Tenant been a Member/Organizer of any Tenants' Association (indicate nature of Association, period of Membership, and if Landlord knows of such Membership or Organizing efforts). _____

Rent:

Present \$ _____ (per week/month)

At time tenancy began \$ _____ (per week/month)

Indicate dates and amounts of rent increases since inception of Tenancy: _____

As to each increase, was there a written notice of the increase? _____

Do you have a copy? [] Yes [] No

Day in month current Rent is due _____

Rent usually paid by _____ day of the month.

How paid:

Cash _____ Personal Check _____ Money Order _____

If Tenant pays other than by personal check, advise client to start using only Bank Money Orders (specifically mention **not** to use Post Office, grocery store, pharmacy, etc., Money Orders).

Rent payment given to a person or mailed? _____

Is receipt given for each payment: [] Yes [] No

Is it accurately filled out, e.g., dated the date Rent actually paid? [] Yes [] No

Is any Rent unpaid for current or prior periods (indicate amounts and periods)? _____

Were any Late Charges or other charges ever assessed/paid? (Specify type of charge, amount, and date paid) _____

Receipt? _____

Security Deposit:

Amount due: _____

Amount paid to date: _____

When paid: _____

Receipt(s)? _____

Was client Tenant of name and address of bank deposit was placed in? _____

Landlord's name, address, ZIP code and phones: _____

Home Phone #: _____ Business Phone #: _____

Number of occupants in apartment presently: _____

Occupants' ages: _____

Has there been any change in some or all of Tenants since Tenancy began? _____

Who: _____

Relationship: _____

Does Landlord know of change? _____

Has Tenant gone to Court against present Landlord? _____

When: _____

Why: _____

Docket Number(s): _____

Results: _____

If any Agreement made, were Terms followed? (What Terms might still be in effect?) _____

Has Tenant ever made any type of threat to client? _____

What: _____
When: _____

Summons Information:

Date: _____
Manner of service of Summons: _____
Who served Summons? _____
What was Judgment (if any)? _____
When was Warrant of Removal issued? _____
Which Constable was used? _____

Summons and Complaint:

Docket No: _____
Filing Date: _____
Return (Trial) date: _____
Date of Service: _____
Manner of Service: _____
Who made Service? _____
Caption of Complaint (full name[s]) as spelled in Complaint: _____

Date Warrant for Removal Issued: _____
Which Constable handled Warrant? _____

Plaintiff's attorney's name, address and phone number:

Were there any prior problems, e.g., as to timely payment of rent, etc? _____

If yes, were any Agreements made? _____
What were the Agreements? _____
Were Agreements kept? _____
Are Agreements still in force? _____

Repairs:

Did client ever inform Landlord or anyone working for him of conditions needing repair? _____

When? _____

How - orally, written, hand delivered, mailed?_____

Has Tenant responded to Complaint (talking/fixing)?_____

Was Complaint ever made to Housing Inspectors?_____

If yes, when?_____

Any inspection made?_____When?_____

Any reinspection made?_____When?_____

The following is an incomplete list of possible problems:

- Ceiling and Walls
- Floor
- Windows
- Electrical
- Plumbing
- Heat
- Water
- Appliances
- Stove
- Refrigerator
- Heaters
- Miscellaneous - Doors
- Insects