

**EVICT TENANTS LA  
LAW OFFICE OF RIKISHA D. THOMAS  
TEL:(213) 858 – 2106  
Evicttenantsla.com  
Email: evicttenantsla@gmail.com  
1725 Beverly Blvd., Suite 101  
Los Angeles, CA 90026**

- Provide any kind of communication with your tenant. (Text messages, emails, letters).
- Provide current copies of served notices by you to your tenant/ from the tenant to you.
- Provide a copy of your rental agreement with the disclosure of presence of risk of mold, lead, or any additional condition attached in your contract.
- Provide any documents if your rental agreement has changed recently. Like change of ownership, recent increase of rent, new company management.
- If your property is in trust provide the legal name of the trust also the trust documents.
- Provide the name and phone number who is going to be the authorized person if they want to know what is the status of the case.
- Provide payments to file the Unlawful Detainer suit.
- If your property is rented to subsidized tenants like section 8 and others provide the full information.

**PLEASE, PROVIDE ALL THESE DOCUMENTS IN PERSON OR BY EMAIL  
PREFERLY IN ONE FILE ONLY: evicttenantsla@gmail.com**

**AS SOONS AS POSSIBLE OTHERWISE, YOUR CASE WILL BE DELAYED.**

**EVICT TENANTS LA / LAW OFFICE OF RIKISHA D. THOMAS**  
**TEL: (213) 858 – 2106 / Evicttenantsla.com / Email: evicttenantsla@gmail.com**  
**1725 Beverly Blvd., Suite 101 Los Angeles, CA 90026**

ANSWER THE FOLLOWING QUESTIONS.

**Any mistake may result in a dismissal of your case and we must resubmit it again and in that case there will be an additional costs and fees.**

**1. OWNER INFORMATION:**

- Provide the name who is the owner of the property. If the property is a **TRUST, LLC, CORP, PARTNERSHIP, INDIVIDUAL, SUBLEASE AND OTHERS:**

\_\_\_\_\_

- Provide the owner's address: \_\_\_\_\_
- Provide the owner's information: phone number \_\_\_\_\_  
Email address: \_\_\_\_\_ Fax number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_
- Does tenant know this address and the owner information? Yes \_\_\_ No \_\_\_

**2. PAYMENTS FOR TERMINATION NOTICE ONLY:**

- Credit Card #: \_\_\_\_\_ EXP date: \_\_\_\_\_ CVV2: \_\_\_\_\_
- Credit card billing address: \_\_\_\_\_
- Do you need a business license? Yes \_\_\_ No \_\_\_
- County or State business is registered in:  
Has title or ownership recently changed? Yes \_\_\_ No \_\_\_  
Has management recently changed? Yes \_\_\_ No \_\_\_  
Is your property subject to rent control? Yes \_\_\_ No \_\_\_  
Do you need a city business license? Yes \_\_\_ No \_\_\_

**3. PROPERTY MANAGER OR AGENT INFORMATION (IF APPLICABLE) FOR OWNER:**

- Property manager address: \_\_\_\_\_  
City : \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax number: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**4. TENANTS INFORMATION:**

- How does the tenant pay the rent? \_\_\_\_\_
- Where does the tenant pay the rent? \_\_\_\_\_
- When does the tenant pay the rent? \_\_\_\_\_
- When the tenants pay rent, do you provide a receipt? Yes \_\_\_ No \_\_\_  
If the answer is yes, provide the last six months' payment receipts.
- Eviction address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_  
Fax number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_
- Current monthly rent: \_\_\_\_\_ security deposit: \_\_\_\_\_
- Late rent fee: \_\_\_\_\_ paragraph of lease that mentions late fees: \_\_\_\_\_
- Does your tenant receive section 8 or housing assistance or any kind of rental assistance? Yes \_\_\_ No \_\_\_
- If yes, what is section 8's portion? \_\_\_\_\_ and the tenants portion? \_\_\_\_\_
- Is any tenant on active duty in the military? Yes \_\_\_ No \_\_\_
- Tenants name/all occupants over 18:
  - a. \_\_\_\_\_ age: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ weight: \_\_\_\_\_
  - b. \_\_\_\_\_ age: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ weight: \_\_\_\_\_
  - c. \_\_\_\_\_ age: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ weight: \_\_\_\_\_
  - d. \_\_\_\_\_ age: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ weight: \_\_\_\_\_
  - e. \_\_\_\_\_ age: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ weight: \_\_\_\_\_
  - f. \_\_\_\_\_ age: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ weight: \_\_\_\_\_
  - g. \_\_\_\_\_ age: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ weight: \_\_\_\_\_
  - h. \_\_\_\_\_ age: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ weight: \_\_\_\_\_

5. IF THE PROPERTY HAS A PASSCODE OR SECURITY CODE TO ACCESS THE PROPERTY, PLEASE PROVIDE THE CODE TO SERVE THE TENANT.

- Passcode number: \_\_\_\_\_

(If the landlord provides the wrong access code or fail to provide the access code, we will apply additional process serving fee of \$150.00)

if you have no written agreement or lost it, what date did your tenants move in? \_\_\_\_\_

if the agreement has changed since the tenants moved in, what date was it changed? \_\_\_\_\_

6. TERMINATION NOTICE INFORMATION

For cases for non-payment of rent different, laws may apply depending on the time period of the tenant rent is due. The maximum allowable rent we can demand in a 3-day notice to pay or quit is 12 months.

Note: If the tenant owes more than \$25,000.00 the case will be considered as an unlimited civil case, which significantly increases the time and cost to evict the tenant. Since the goal of an **UNLAWFUL DETAINER** case is to recover the possession of the premises quickly, it will be more convenient to file the **UNLAWFUL DETAINER** as a limited civil case.

3 days' notice to pay \_\_\_\_\_ 60-days' notice \_\_\_\_\_

3-days cure/quit notice \_\_\_\_\_ Foreclosure \_\_\_\_\_

30 days' notice \_\_\_\_\_ Other \_\_\_\_\_

In the following months state each rental period owed: (this not include late fees and put only the money that is owned)

January \$ \_\_\_\_\_ July \$ \_\_\_\_\_

February \$ \_\_\_\_\_ August \$ \_\_\_\_\_

March \$ \_\_\_\_\_ September \$ \_\_\_\_\_

April \$ \_\_\_\_\_ October \$ \_\_\_\_\_

May \$ \_\_\_\_\_ November \$ \_\_\_\_\_

June \$ \_\_\_\_\_ December \$ \_\_\_\_\_

- Provide any details of the violations. Also, attached a copy of your lease or violation notice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If there is a rent increase email us a copy of the last rent increase. **Take account that a verbal rent increases are not valid.**

- Did you receive any notices from the occupants? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you received any other notice? Yes \_\_\_\_\_ No \_\_\_\_\_

- Has the tenant recently breached any provision of the written lease? I.e. Unauthorized pets, drug dealing, disorderly conduct. Yes \_\_\_ No \_\_\_\_.

If it is yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What are the police report numbers of incidents that have occurred at the property?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Is the leased property in foreclosure? Yes \_\_\_\_\_ No \_\_\_\_\_

- Has notice of default or sale been given? Yes \_\_\_\_\_ No \_\_\_\_\_

- Have you purchased the property at a foreclosure sale; or subsequent to a foreclosure sale when the tenant was in possession of the unit at the time of foreclosure? Yes \_\_\_\_\_ No \_\_\_\_\_

- Have you received notices or citations from Code Enforcement or the City? Yes \_\_\_\_\_ No \_\_\_\_\_

If it is yes, Describe: \_\_\_\_\_  
\_\_\_\_\_

- Have your tenants had any habitability complaints in the last 6 months? Yes \_\_\_\_\_ No \_\_\_\_\_  
If it is yes, describe any problem: \_\_\_\_\_  
\_\_\_\_\_
- Have you filed any lawsuits against the occupants? Yes \_\_\_\_\_ No \_\_\_\_\_  
If it is yes, describe: \_\_\_\_\_  
\_\_\_\_\_
- **WHEN WAS THE LAST DATE YOU WERE IN THE DWELLING?**  
Provide the date and time \_\_\_\_\_  
For 30/60 Day Notice cases: Have you accepted the tenancy after the expiration of the notice period? Yes \_\_\_\_\_ No \_\_\_\_\_
- Do you want protection against unknown tenants? Yes \_\_\_\_\_ No \_\_\_\_\_  
This protection is recommended for tenants with large families or sub-tenants. Arietta protection ensures all known and unknown residents. Without Arietta's protection, unknown third parties could file fraudulent lawsuits to delay evictions, creating opportunities for tenants to delay evictions.  
The court delayed the eviction for more than two weeks and also required lawyers to attend the hearing in exchange for a court fee.

**I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct, and that if called as a witness I could do so competently. I authorize the law office of Rikisha D. Thomas to insert the appropriate information on the law suit. by signing below, I acknowledge that I have read and understand the retainer agreement on the next page and a bound by said retainer agreement.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
OWNER/LANDLORD/AUTHORIZED AGENT

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ANSWER THE FOLLOWING QUESTIONS.

**Any mistake may result in a dismissal of your case and we must resubmit it again and in that case there will be an additional costs and fees.**

- How long have you owned the property? **(In the event that you're an administration or third party benefit hiring our company, we are going require all data with respect to proprietorship included with the data you send us.)**  
\_\_\_\_\_

- What entity/ ownership name is property held in? (We depend exclusively on your data in arrange to record the legitimate reports appropriately.) \_\_\_\_\_

- Has property ownership changed since this tenant occupied the unit? Yes \_\_\_\_\_ No \_\_\_\_\_ (Example; exchanging to an LLC, a trust, an enterprise, or constrained organization)

- Is the client filing the eviction lawsuit the owner \_\_\_\_\_, the manager \_\_\_\_\_, or the trustee \_\_\_\_\_?

- If LLC, trust, corporation, or limited partnership, are you still active?

(Note that if your company has been suspended, you will need to activate your company before you can proceed with dealing with illegal detainees.) Yes \_\_\_ No \_\_\_\_\_

- If the customer recently purchased the unit, did you provide an Ownership/Control Authorization Letter? Yes \_\_\_ No \_\_\_  
If so, when was it sent and when was the property purchased? \_\_\_\_\_

- Have there been any changes to the terms? Examples: rent payment dates, rent amounts, changes, etc. Yes \_\_\_\_\_ No \_\_\_\_\_.  
If it is yes, describe what are the rental conditions? \_\_\_\_\_

- Did the customer purchase a property with tenants in the unit? Yes \_\_\_\_\_ No \_\_\_

If so, has the new owner been given an estoppel certificate or rental agreement? Yes \_\_\_ No \_\_\_\_\_

- Does the city, county, or local government require a business license or registration number? (If your property is located in a city that requires annual rent management registration, or for other rental business reasons, please email us.

Please send a copy when requesting verification services. ) Yes \_\_\_\_\_ No \_\_\_\_\_

- The name of the customer/plaintiff on the rental contract. In whose name is the rent paid? \_\_\_\_\_

- What authority do they have to authorize the Unlawful Detainer?  
\_\_\_\_\_

- How is rent paid: us mail \_\_\_\_\_ direct deposit \_\_\_\_\_ in person by Zelle \_\_\_\_\_

- For direct payments, what is the bank, classification code, account number, and closest bank within 8 miles of the property?  
\_\_\_\_\_

- Do customers, landlords, and plaintiffs provide copies of receipts or ledgers when paying rent? Yes \_\_\_\_\_ No \_\_\_\_\_

- Has anyone else moved into the rented unit since the lease began? Yes \_\_\_ No \_\_\_\_\_

If so, have you collected rent since then? Yes \_\_\_\_\_ No \_\_\_\_\_

- Do you have any tenant under 18 living in your property? Yes \_\_\_\_\_ No \_\_\_\_\_

- Provide the date that the unit was inspected \_\_\_\_\_

- When has been and is the last time the tenant makes a complain about the repairs or file a complaint with any government agency from code enforcement, to police to any other authority?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I DECLARE THAT THE INFORMATION PROVIDED TO THE LAW OFFICE OF RIKISHA D. THOMAS, ALONG WITH THIS TWO PAGE RETAINER, IS TRUE AND CORRECT AND IF CALLED AS A WITNESS TO TESTIFY IN COURT, I COULD DO SO COMPETENTLY. BY SIGNING BELOW

Date: \_\_\_\_\_

\_\_\_\_\_  
Client/Landlord Signature

UNLAWFUL DETAINER ATTORNEY-CLIENT RETAINER AGREEMENT

Client \_\_\_\_\_ hereby retains **Law Office of Rikisha D. Thomas** as his/her/its attorney in the Unlawful Detainer matter concerning the eviction property located: \_\_\_\_\_

Defendant or Tenant's name \_\_\_\_\_

Client hereby acknowledges and agrees that Attorney's representation of client shall not include any obligation to settle, negotiate, obtain a waiver of, or represent client in any matter or claim that the opposing party may have or may hereafter raise against client in any affirmative action/related action filed by said party unless the client executes a separate retainer agreement. The client will pay \$450 for the termination notice can be one of any of those: **3 days' notice, 30 days' notice to vacate, 60 or 90 days' notice to vacate or others.** It included the server service. However, if you provide a wrong address or wrong information that attempt to serve the document shall be sum an amount of \$75.

Client shall pay the sum of \$1,289 for drafting an Unlawful Detainer complaint. Plus, the filing fees to the court, it can be \$235 and up. For serving the documents an additional amount of \$150, if you provide a wrong address or wrong information for each attempt to serve the document shall be sum an amount of \$75.

**Note: There is a chance the tenant hide to avoid to get serve the UD complaint. Each attempt to serve will have an additional sum of \$75.**

After trying to serve five or six times then, we have to apply for an **Application and Order to serve summons by posting and mailing for Unlawful detainer.** This will cost to the client \$650 plus court fees.

For uncontested evictions the client will pay \$1,280. All advance fees and costs for filing and serving an uncontested eviction are non-refundable once the Unlawful Detainer action is prepared and filed.

To file the WRIT of possessions \$650 plus the sheriff fees.

**Uncontested evictions**

If defendants file an answer, then we need to file a request for a trial **NOT JURY TRIAL** the client will pay \$250.

If we attend to the not jury trial the client will pay \$400.

For first hour of appearance and for each additional hour \$200.

For trial preparations the client will pay \$2,500.

For each discovery request package the client will pay \$1,200 and for additional tenant \$800.

Note: if the defendant fails to answer discovery request, we have the opportunity to request a **MOTION TO COMPEL AND ASK FOR SANCTIONS** \$800 and up. plus, court fees.

If defendant request a discovery to answer the discovery is \$1,200

Note: The client must fully cooperate to answer the discovery. After get served we have 5 days to answer.

If we fail to answer on time the defendant or the defendant attorney can file **A MOTION TO COMPEL** and ask for sanctions. **To oppose a motion to compel** \$800 and up. plus, court fees.

If the defendant files a **DEMURRER MOTION** to oppose **THE DEMURRER MOTION AND ADVANCE** \$1,200.

To attempt a **DEMURRER MOTION** for the first hour is \$400 any additional hour \$200. plus, court fees.

If the defendant files a **MOTION TO QUASH** if the defendant files a motion to quash to oppose it is \$800 to attend the motion to quash hearing the first hour is \$400 and for any additional hour \$200. plus, court fees.

To file a **MOTION FOR SUMMARY JUDGMENT** is \$ 1,500 and up. plus, court fees.

To oppose a motion for summary judgment \$1,500 and up. plus, court fees.

To attend a **MOTION FOR SUMMARY JUDGMENT or OPPOSITION for a MOTION SUMMARY JUDGMENT** the first hour is \$400 and each additional hour \$200. plus, court fees.

To attend a **MANDATORY SETTLEMENT CONFERENCE**, the first hour is \$400 for each additional hour \$200.

To attend a **FINAL STATUS CONFERENCE**, the first hour is \$400 for each additional hour \$200. plus, court fees.

To attend a **JURY TRIAL**, for each day \$2,000. plus, court fees.

Note: If we go to the Jury Trial, you must pay the Jury Trial in advance. Some jury can be from three days to seven days it depends of the Court we are going to be send out.

If client fails to pay the fees required by this agreement client understands that attorney will not be required to send the Writ of Possession to the Sheriff's Department. Subject to certain exceptions, attorney-client communications are privileged and confidential. Without waiving this privilege or confidentiality, Client hereby authorizes Attorney, in its judgment and discretion

for the best interests of the Client, to communicate concerning the Engagement or the Client with other parties or professionals for the benefit of Client, including, but not limited to, any third party that has agreed to pay attorney fees and costs for this eviction case. Any other motion like **MOTION JUDGMENT OF THE PLEADINGS** and others can change the price \$800 and up. plus, court fees. The client must discuss the price with the attorney.

Sometimes a client or manager feels an overwhelming need to speak with an attorney in person - even though the staff member has answered the client's questions about the position and standard procedures. In these cases, the undersigned understands that if the client needs to speak with an attorney in person, the minimum fee for such time spent will be \$150 for which the client will be billed.

Any time spent in person by an attorney in excess of 15 minutes shall be prorated at \$300 per hour.

Note: If Attorney Rikisha D. Thomas cannot attend the hearing, the law office may send her associates to appear on her behalf, but the expenses will be covered by this agreement.

Client hereby given permission and consent for the Law Office, at its discretion, to engage such counsel for appropriate tasks and in accordance with the posted fee schedule. Under certain circumstances, a separate retainer agreement may be necessary.

THE LAW OFFICE OF RIKISHA D. THOMAS INTENDS TO RETAIN ALL CLIENT FILES FOR A PERIOD OF NOT LESS THAN SEVEN YEARS FROM COMPLETION OF REPRESENTATION, AFTER WHICH THE FILE WILL BE DESTROYED. WITHIN THAT FIVE YEARS, WE WILL GLADLY PROVIDE YOU WITH ONE DUPLICATE COPY OF THE FILE ON REQUEST. THERE WILL BE AN ACQUISITION AND ADMINISTRATION FEE \$100 TO OBTAIN THE FILE FROM THE STORAGE SHED.

Fees, costs or court charges are subject to change at option of Law Office of Rikisha D. Thomas.

I DECLARE THAT THE INFORMATION PROVIDED TO THE LAW OFFICE, ALONG WITH THIS TWO PAGE RETAINER, IS TRUE AND CORRECT AND IF CALLED AS A WITNESS TO TESTIFY IN COURT, I COULD DO SO COMPETENTLY. BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE RETAINER AGREEMENT AND AM BOUND BY SAID RETAINER AGREEMENT

I also understand that any case in Los Angeles County and City may be highly litigated. Furthermore, I understand that do to the extent of the protections under the Los Angeles Moratoriums, my case may resolve in a settlement agreement or loss.

Please note that by executing this retainer agreement you, the client, are giving express permission to the Law Offices of Rikisha D. Thomas, Earle and its employee to contact you, the client, by electronic delivery, including emails, fax, text messages and any other form of electronic delivery.

Any service we provide. It will have an invoice.

Date: \_\_\_\_\_

\_\_\_\_\_  
Client/Landlord Signature

## CREDIT CARD AUTHORIZATION

I \_\_\_\_\_ authorize the Law Office of Rikisha D. Thomas to charge my credit card indicated below for payment of any and all services required to be completed in my Eviction Process.

I understand that I will receive advance notice of the charge via telephone or email.

Cardholder Name: \_\_\_\_\_ Credit Card Billing Address:

---

Street Address, City, State & Zip Required

Cardtype Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV code \_\_\_\_\_ client's email \_\_\_\_\_

I understand that by executing this credit authorization form I am paying for legal services and I authorize The Law Office of Rikisha D. Thomas handle the entire Civil, Small Claims, or Eviction and Collection process as set forth in the Retainer Agreement.

I also understand that once The Law Office of Rikisha D. Thomas rendered the services agreed upon that there are no refunds.

I also understand that this authorization shall remain in full force and effect until canceled in writing and I agree to notify The Law Office of Rikisha D. Thomas writing of any changes to my account information or termination of this authorization at least 15 days prior.

This authorization is for the type of services indicated in the retainer agreement. I certify that I am an authorized user of this credit card and that I will not dispute the authorized payments with my credit card company.

I also understand that if I dispute the charges that I have authorized and The Law Office of Rikisha D. Thomas has to contest that dispute that I will be responsible for any fees and costs incurred by The Law Office of Rikisha D. Thomas to contest that credit card dispute at the rate of \$300 per hour plus actual costs.

Date: \_\_\_\_\_

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AUTHORIZED SIGNATURE