



Serving Philadelphia's Investment & Rental Property Community

**MUNICIPAL COURT EVICTION FORM
(Philadelphia Only)**

2101 Chestnut St. #1615
Philadelphia, PA 19103
Tel: 215-684-1684 Fax: 215-684-1683
www.hapcoassoc.com

Eviction proceedings can only be initiated by including the following;

1. Photostat of validated residential or multi-family license. This must be for current year.
2. Business Privilege License.
3. Copy of Notice to Vacate.
4. Copy of Lease.
5. Certificate of Rental Suitability.
6. Lead Paint Certification signed by tenant.
7. Copy of any L&I Violations.
8. If not a member of HAPCO, include dues of \$125.00.
9. Submit check for proper amount (see back form).
10. All spaces on form must be completed.

NOTE: Type or Print All Information

| | |
|---|----------------------|
| | PHONE NUMBERS |
| 1. OWNER NAME _____ | Home _____ |
| ADDRESS _____ | Work _____ |
| CITY _____ STATE _____ ZIP CODE _____ | Cell _____ |
| | Fax _____ |
| 2. NAME OF PERSON TO RECEIVE CORRESPONDANCE (If different from above) | |
| NAME _____ | TEL: _____ |
| ADDRESS _____ | ZIP _____ |
| 3. TENANT'S NAME(s) as on lease _____ | |
| TENANT'S ADDRESS _____ | APT. _____ |
| FLOOR OR NUMBER _____ | ZIP _____ |
| 4. DATE LEASE BEGAN _____ | |
| 5. LEASE INFORMATION – CHECK TWO OF THE FOLLOWING: | |
| _____ Written Lease | _____ Monthly Lease |
| _____ Written Lease – no copy – lost | _____ Yearly Lease |
| _____ Oral Lease | _____ Other |

PLEASE TURN TO OTHER SIDE

6. Is the property now declared unfit for human habitation by the City of Philadelphia? Yes _____ No _____

7. Are there outstanding L & I Violations? Yes _____ No _____

8. Written notice to vacate premises by _____ (Date) Was given on _____ (Date)

9. RENT OWED CURRENT MONTHLY RENT _____ DATE RENT DUE _____

| MONTH | AMOUNT | AMOUNT | |
|-------|--------|-------------------------|-------|
| _____ | _____ | Late Charges | _____ |
| _____ | _____ | Excess Water/Sewer Rent | _____ |
| _____ | _____ | Other | _____ |
| _____ | _____ | GRAND TOTAL | _____ |

10. REMARKS AND OTHER PROBLEMS WITH TENANT: _____

In certain cases where our tenant appears, and an agreement for Judgment is reached, the Court may require the filing of an affidavit of Breach of Agreement. If your case requires an affidavit, HAPCO will file it for you provided you sign the limited Power of Attorney below;

KNOW ALL PERSONS BY THESE PRESENTS THAT I DO HEREBY APPOINT THE AUTHORIZED REPRESENTATIVE OF HAPCO AS MY TRUE AND LAWFUL ATTORNEY FOR ME AND IN MY NAME TO EXECUTE AN AFFIDAVIT OF BREACH OF AGREEMENT, AND TO FILE SAID AFFIDAVIT WITH THE PHILADELPHIA MUNICIPAL COURT IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL ON THE ABOVE DATE. I HEREBY CERTIFY THAT I AM A HAPCO MEMBER.

(DATE) (SIGNATURE)

- METHOD #1 ENCLOSE CHECK FOR \$230.00 For 1st step eviction process (Municipal Court Hearing Only).
- METHOD #2 ENCLOSE CHECK FOR \$445.00 For complete eviction process (this method provides for all legal services for evictions including the cost of one petition hearing. If your tenant should Appeal, you will be charged a discounted rate from the attorney).

THERE ARE NO REFUNDS ONCE AN EVICTION IS INITIATED.

NOTE TO REAL ESTATE AGENTS: This service is for HAPCO members only. An Agent must have each client join HAPCO in order to utilize our Eviction Process.

NOTICE TO ONE STEP FILERS: The Judgment for Possession granted by the Court must be EXECUTED with 180 days of the judgment. (Writ Possession, Alias Writ and actual lockout completed) if the Writs are not executed within 180 days, an extension may be requested (to be granted at the sole discretion of the Court). The fee for the extension is \$200.00. If the court declines to grant the extension, a new eviction complaint will be necessary. Owners are advised to pay attention to the 180 day rule and request issuance of the Writ of Possession and Alias Writ in a timely fashion to avoid the additional charge to request an extension or file a new case.