

**HAPCO-MUNICIPAL COURT EVICTION DOCUMENT SUBMISSION AND CLAIM
INITIATION FORM**

(PHILADELPHIA ONLY)

I. OWNER INFORMATION

1. Name of Owner: _____
2. Address of Owner: _____

3. Phone Number: _____
4. Fax Number: _____
5. Email: _____
6. Name of person to receive correspondence (if different from above)
 - a. Name: _____
 - b. Address of Owner: _____

 - c. Phone Number: _____
 - d. Fax Number: _____
 - e. Email: _____

II. REQUIRED DOCUMENT VERIFICATION; PLEASE CHECK/CONFIRM:

1. COPY OF CURRENT HOUSING INSPECTION LICENSE (rental license). This must be for the current year and for any other time period you are claiming rent. _____
2. Commercial Activity License/business privilege license (required for commercial evictions only). _____
3. Notice to Vacate (unless notice is waived in the lease) _____
4. Copy of Lease Agreement. _____
5. Owner signed and dated Certificate of Rental Suitability (if tenancy commenced after August 31, 2011). _____

- a. Please certify that the Certificate of Rental Suitability was provided to tenant along with the Partners for Good Housing Handout. _____
6. Copy of the Lead Paint Certification Signed by the Tenant (if tenancy commenced after December 2012 and there is a child under 7 years old residing in the property).
- _____
- a. Please certify that the Lead Paint Certification has been provided to the Tenant and provided to the Department of Health; _____; or
 - b. Please certify that there are no children under 7 years old residing in the property now or at the inception of the tenancy. _____
7. Copies of any L&I violations
- a. Please certify that you are unaware of any current L&I Violations affecting the property. _____
8. Does Owner have Federally backed Mortgage? _____

III. EVICTION CLAIM INFORMATION:

1. Name of Owner (must match name on Housing Inspection License):

2. Name of Tenant(s):

Address of Property

3. Date lease began: _____

a. Written lease: _____

b. Oral lease: _____

c. Lost lease: _____

4. Original term of lease: _____

5. Current term of lease: _____

6. Is the property declared unfit for human habitation by the City Philadelphia? _____

7. Date Notice to Vacate sent (unless notice waived in the lease): _____

8. Rent Claim information:

| Month | Amount |
|--------------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

9. Late Fee information:

| Month | Amount |
|--------------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

10. Utilities Owned

| Type of Utility | Amount |
|------------------------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

11. Other fees Owed (please specify): _____

12. Please specify any other reason for eviction (breach, etc.)

KNOW ALL PERSONS BY THESE PRESENTS THAT I DO HEREBY APPOINT THE AUTHORIZED REPRESENTATIVE OF HAPCO (BY AND THROUGH THEIR ATTORNEYS) AS MY TRUE AND LAWFUL

ATTORNEY *FOR ME* FOR THEPURPOSE OF FILING 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.

In addition, in certain cases where the 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.

| Date | Signature |
|--------------------------------------|---|
| METHOD #1 ENCLOSE CHECK FOR \$230.00 | for 1 st 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 within 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 18D day rule and request issuance of the Writ of Possession and Atlas Writ in a timely fashion to avoid the additional charge to request an extension or make a new case.