**PUCKETT & REDFORD INTAKE FORM**

Apartment Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name/Unit Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Property is in:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF NOTICE SERVED:**

3 Day ( ) 10 Day ( ) 14 Day ( ) Other ( )

Number of copies of notices served:\_\_\_\_\_\_\_\_ Date Served:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) Personally handed to tenants

( ) Handing copy to other person and mailing to unit address

( ) Posting and Mailing to unit address

**14 Day Pay or Vacate Only:**

Date ERPP Notice served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Cares Act Notice served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Payment Plan served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a default on a signed payment plan? Y/N\_\_\_\_\_\_\_\_

Date ERPP Notice sent to DRC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Proof? Y/N\_\_\_\_\_\_\_\_

DRC Certification: Y/N \_\_\_\_\_\_\_\_\_\_ If not, email request to DRC for it: Y/N\_\_\_\_\_\_\_\_

**IF YOU DO NOT HAVE THE CERTIFICATION, YOU NEED TO CONTINUE TO REQUEST IT BY EMAIL EVERY OTHER DAY AFTER YOU SUBMIT THIS FORM TO OUR OFFICE.**

**Include the following documents with every eviction start request (if applicable) and send to info@puckettredford.com:**

Notice

ERPP Form

Payment Plan

**Copy of any prior rent assistance agreement you have signed for this unit**

Cares Act Notice

DRC Certification or Email proof of submission to DRC and request for certification

Lease, Ledger, Application for Tenancy

Evidence of Violation for Behavioral Evictions