



Fox & Moghul
Attorneys at Law

VA, DC, CA & NY

8230 Boone Blvd., Suite 210 • Vienna, VA 22182

Phone: 703-652-5506; Fax: 866-451-9531

Website: www.moghullaw.com; Email: admin@moghullaw.com

LANDLORD-TENANT INTAKE SHEET

After filling out the intake sheet, please email it to admin@moghullaw.com with the subject line: [*Last Name, First Name: Intake Sheet*]. Please feel free to call us if you have any questions. Thank you!

ARE YOU A [_____] LANDLORD OR [_____] TENANT

1. Client Name: _____

2. Client Address: _____

3. Client Phone: _____

4. Client E-Mail: _____

5. Rental Property Address: _____

6. Owner(s) of Rental Property: _____

[NOTE: If owner is an entity (LLC, LLP, Corporation, Trust etc.) then please provide names of all members/shareholders, all formation documents, internal operating documents and EIN number].

7. Written Lease with the Tenant/Landlord? [_____] Yes or [_____] No

8. Is the Lease governed by Virginia Common Law or the Virginia Residential Landlord Tenant Act? _____

9. If you are a Landlord, do you own two or more rental properties?

[_____] Yes or [_____] No

10. If you are a Landlord, do you keep a rent ledger/summary? Please see samples provided with this package if you are unsure of what a rent ledger is.

INFORMATION ON TENANTS

- 1. Names of Tenant(s): _____
- 2. Tenant(s) Occupation: _____
- 3. Tenant's SSN/DOB: _____
- 4. Is Tenant or Any Dependent of the Tenant in Active Duty or Reserve Military Service? Yes: ___ No: ___
- 5. Leasehold Address & Unit No.: _____
- 6. Lease Enter Date: _____
- 7. Lease Term From: _____ to _____
- 8. Monthly Rent Amount: _____
- 9. Monthly Rent Date and Any Late Fees: _____

BASIS FOR LEGAL ACTION

Dollar (\$\$) Amount Sought: \$ _____

[_____] Tenant Non-payment of Rent. If so, please indicate arrears below

Rental Arrears:

Date	_____	\$	_____
Date	_____	\$	_____
Date	_____	\$	_____
Date	_____	\$	_____
TOTAL:		\$	_____

- [_____] Tenant Violation/Breach of the Lease that is NOT rent related (example: unauthorized pet on property, damage to property etc.)
- [_____] Landlord's breach of the Lease (Example: failure to return security deposit, or failure to maintain property etc.)
- [_____] Landlord's failure to provide a habitable premises (example: mold infestation, bedbugs, no hot water/ AC, drugs/thefts on premises etc.)
- [_____] Nuisance Claims - noisy conditions, loud construction or heavy

DETAILS

Notice Served? Yes or No

Notice Service Date: _____

Method of Delivery of Notice (Hand delivered, Certified Mail etc.): _____

IF DISPUTE INVOLVES MAINTENANCE/PROPERTY DAMAGE ISSUES

1. Did the parties (landlord and tenant) conduct a joint MOVE-IN inspection? Or did the parties prepare a move in inspection report, or take any pictures to document the condition of the property before Tenant took possession? Please explain:

2. Did the parties (landlord and tenant) conduct a joint MOVE-OUT inspection? Or did the parties prepare a move out inspection report, or take any pictures to document the condition of the property before Tenant took possession? Please explain:
