



THE LAW OFFICE OF  
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**RESIDENTIAL LEASE & EVICTION ISSUES**  
**INTAKE FORM**

**I. PERSONAL INFORMATION**

1. FULL NAME: \_\_\_\_\_
2. DATE OF BIRTH (month/date/year): \_\_\_\_\_
3. Has any other attorney represented you in this matter?      Yes             No
4. If so, provide Name, Address & Phone Number of prior attorneys.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. GENERAL INFORMATION**

	LANDLORD	TENANT
1. Party name?		
2. Address of unit?		
3. Registered Agent if Corporation?		
4. Opposing attorney if known?		
5. Contact person for each party?		
6. Name(s) on lease?*		
7. Special needs? (ie. ADA)		
8. Renter's insurance name and address of agent?		

5. Names and ages of all tenants occupying the unit?		
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*\*Please provide copies of documents*

### III. LEASE INFORMATION

6. Property address?	
7. Written lease or oral lease?	
8. Written rules of the landlord provided?	
9. What is rented? <i>(ie. house, apartment, garage, parking space, mobile home lot, farmland)</i>	
1. Any commercial activities from the premises?	
2. Any commercial activities from premises?	
3. Special needs? <i>(ie. ADA)</i>	
4. Renter's insurance name and address of agent?	
10. Names and ages of all tenants occupying the unit?	
11. How and to whom is rent paid?	
12. Security deposit? If so, how much? Is deposit held in an interest bearing account?*	
13. Is it a condominium? If so, name of Condo association.	
14. Is it in a townhouse association, neighborhood association? Name and address of association.	
15. Are utilities included in the rent?	
16. Are there common	

<b>area or utility meter agreements?</b>	
<b>17. Are real estate taxes paid for by the tenants?</b>	
<b>18. Are there any appliance agreements?</b>	
<b>19. Are there any pet agreements?</b>	
<b>20. Who is responsible for maintenance?</b>	
<b>21. Have there been any maintenance disputes in the past?</b>	
<b>22. Right to extend lease, buy premises or Contract for Deed ?</b>	
<b>23. Federal housing assistance?</b> <i>(voucher, Section 8, etc. with name and address of agency)</i>	
<b>24. Has the property been inspected by municipal or county inspector?</b> <i>(Describe when and who inspected)</i>	
<b>25. Describe the dispute if it is not eviction.</b>	

*\*Attach extra pages if necessary.*

#### **IV. EVICTION INFORMATION**

*(Some factors may not be relevant)*

<b>1. Is eviction threatened?</b>	
<b>2. Describe dispute?</b>	
<b>3. Is rent current?</b>	
<b>4. Lease provision in dispute?</b>	
<b>5. Has lease expired?</b>	
<b>6. Has written notice been</b>	

served?*	
7. How, when, to whom was notice served?	
8. Was notice posted instead of served?	
9. If posted when and where?	
10. Has a court case been filed?*	
11. Has a summons been served?	
12. Is a Court date set? If so, please provide date, time and county.	
13. Has a Court Order been entered?	
15. Does the tenant have ability to cure lease defaults?	

\*Please attach all relevant documentation.

**V. MISCELLANEOUS**

Are there any additional factors that you feel are important?

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**CLIENT VERIFICATION:**

I, the undersigned, in the above referenced matter, state that I have prepared and reviewed the above entitled document and certify that the information provided is true and correct to the best of my knowledge.

Dated: \_\_\_\_\_

\_\_\_\_\_  
CLIENT