CHICAGO VOLUNTEER LEGAL SERVICES

Because equal access to justice is everyone's fight

Today's Date:

Legal Screener Name:

Clinic:

EVICTION QUESTIONNAIRE
PLEASE COMPLETE *ALL* INFORMATION, IF POSSIBLE

Client is: ☐ Landlord ☐ Tenant

Note: if Landlord is the client, verify ownership of the property using the Cook County Recorder of Deeds

CLIENT

Name: Age:

Address: City: State:

Home Telephone: Mobile: Work:

Email:

Household Income: per month. Source:

How long has Tenant lived in the unit? Is Tenant still in possession of the unit? ☐ Y ☐ N

If not, when did Tenant vacate the unit?

Was there an illegal lockout? ☐ Y ☐ N

ADVERSE PARTY INFORMATION

Name:

Address: City: State:

Telephone: Email:

Attorney Name: Firm:

Attorney Phone: Attorney Email:

CASE INFORMATION

Next Court Date: Courtroom:

Date Court Case Filed:

When was Tenant been served the summons and complaint? Date/Time

What does the complaint seek? ☐ Possession only ☐ Rent / Damage. Amount:

Has client filed: ☐ Appearance ☐ Jury Demand

Has an order of possession been entered yet? ☐ Y ☐ N

If so, date:

Is the order of possession agreed? ☐ Y ☐ N

The client must provide a copy of all relevent documents including:

1) all court documents
2) written lease
3) rent receipts
4) rent withholding notices
5) terminations notice

LEASE INFORMATION

Was there ever a written lease? ☐ Y ☐ N

Lease Term: Start Date: End Date:

Currently month-to-month? ☐ Y ☐ N

Is the rent subsidized? ☐ Y ☐ N

☐ Public Housing
Name of Housing Authority:

☐ HUD Subsidizes Unit Directly
Program Type (if known)

☐ Housing Choice Voucher (HCV, fka, Section 8)
Name of Housing Authority:

☐ Other:

When is Tenant required to pay rent? Current Rent Amount:

Did tenant pay a security deposit or move in fee? ☐ Security Deposit ☐ Move in Fee

Amount:

PROPERTY INFORMATION

Type of Property: Number of Units in Property:

Does the owner live in the building? ☐ Y ☐ N

Any reported building code problems? (Check City website if located in Chicago)

For everyone that lives in the dwelling, list the following:

Name	Age	Relationship to Tenant	Name on Lease?
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N

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TERMINATION NOTICE

What is the reason for the eviction? (check termination notice and/or complaint as applicable)

If there is a lease, what terms of the lease does this violate?

Has the owner given the tenant a termination notice? ☐ Y ☐ N

Type: (5-day, 10-day, 14-day, 30-day, etc.)

Date and time of service:

Manner of service:

Person who served tenant:

Person who received notice:

Member of the household? ☐ Y ☐ N

Age:

DEFENSE/COUNTERCLAIMS

Possible defenses to look for include: invalid service, filing, or notice; rent paid or tendered; 14 day written notice to landlord of defects (no heat, no hot water, electricity, etc.) and intent to withhold rent; insect or rodent infestation or other uninhabitable conditions; landlord's previous acceptance of late rent without late fee; landlord's noncompliance with lease provision; building code violation; etc

WHAT DOES THE CLIENT *REALLY* WANT?

The client must provide a copy of all relevent documents including:

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MEMORANDUM OF CASE

BRIEF SUMMARY: Why has PC contacted CVLS? What does PC ultimately want?

DETAILED SUMMARY:

Please provide a detailed description of the client's legal matter. This summary may include a timeline of events, the parties involved, and your opinion on whether the client would be an appropriate pro bono client. (Organized, sympathetic, difficult).

UPCOMING COURT DATES OR COURT ACTIVITY:

INTERVIEWER NOTES/ADDITIONAL INFORMATION: