

LANDLORD / TENANT COUNSELING COVERSHEET

INTAKE DATE: _____ COUNSELOR: _____

CLIENT: _____ TERMINATION DATE _____ HUD# _____

PHONE:H) _____ (W) _____

ADDRESS: _____

INCOME: _____ MONTHLY: _____ YEARLY: _____ SOURCE: _____

PERSONS IN HOUSEHOLD _____ INCOME LEVELS: [] VLI [] LI [] OT

RACE: [] American Indian/Native Alaskan [] Asian [] Black Or African American
[] Hispanic [] Native Hawaiian Or Other Pacific Islander [] White

MULTI RACE: (identify) _____

CLIENT ID: [] Tenant [] Landlord [] Other

HOUSEHOLD ID: [] Student [] FHH [] Disabled [] Senior

HOUSEHOLD TYPE: [] At Risk of Homelessness [] Spanish Speaking

RESIDENCE: [] House [] Two-Family (M/D; Duplex; S/S) [] Three Family [] Mobile Home
[] Multiple Dwelling (4-50 units) [] Apartment Complex [] Boarding/Rooming House
[] Townhouse/Condo/Co-op [] Shelter/Motel [] Other

RESIDENCE TYPE: [] Owner Occupied [] Section 8 [] Public Housing [] Other

APARTMENT INFO: CURRENT RENT: _____ LANDLORD: _____

COURT INFO: [] Summons [] No Summons Court Date: _____

REFERRAL SOURCE: _____

PROBLEM: [] Eviction Info [] Security Deposit [] Rent Increase [] Maintenance/Repair
[] Building Codes [] Heat [] Utility Rights [] Lease [] Other

ACTION PLAN: _____

ACTION PLAN CONT'D.

RESULTS OF COUNSELING

- Counseled on housing rights and responsibilities Referred to agencies for financial assistance
- Referred to code enforcement local/state agency (Bldg. inspection/Health dept./Rent control board/other)
- Delayed eviction (extension of stay before eviction) Prevented eviction (will not have to move)
- Informed about court process (evictions/sec. deposit) Avoided/overcame illegal or self-help evictions
- Helped addressing repairs/habitability issues Provided mediation to client (LL/other agency)
- Educated on tenancy state laws and local ordinances (Anti-Eviction law/Security Deposit law/Rent control/other)

COMMENTS:
