



ORANGE COUNTY EVICTION SERVICE

333 City Blvd West, 17th Flr. Orange, Ca. 92868

Office Ph. (714) 971-2217 Fax (714) 978-6092 · WWW.OCPSI.com / OCPS@OCPSI.com

Thank you for choosing Orange County Eviction Service.

To start the eviction process, please Fax or Email the following documents to 714-978-6092.

1. The Completed Eviction Service Request Form. (page 2)
2. Please Fax over, the Eviction Request Form, along with any Rental / Lease agreements, and any changes to the agreements.
Also include a copy of any notices or letters you have delivered to the tenants.
3. Payment, you do not need to send any payment until after you have fax over Eviction request form and we have review your case. Once we have review your case we will confirm the service fee.
After we have confirm the fee please fax over (page 3) the Billing & Terms of service agreement form signed, along with a check made payable to OCPS.
We can no longer accept credit card as payment.

As soon as we have received the signed & completed forms we will contact you with any questions.

We will need you to sign the Unlawful Detainer verification form after we prepare it, before we can file the papers with the court, so please make sure we have your fax number.

In most case we will have the documents completed & filed with in 24 to 48hrs after we received the request form from you.

After you have faxed over the request form please **do not accept any money** from the tenants without contacting us first.

Once the tenants are served we will notify you. If the tenant should contact you please contact us immediately.



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Office use only

Date _____ Time _____
 Date S&C Filed _____
 Case No. _____
 Court _____
County OC LA RS SB SD

EVICTION SERVICE REQUEST FORM

To start the eviction proceedings please fill out this form as best you can.

Along with this form please FAX over a copy of any rental/lease agreement, notice of change of terms, any notices & proof of service to **714-978-6092**

Ph _____ Fax _____ Date _____

Property Owners Name _____ Cell _____

Address _____

Contact Person _____ E-mail _____ Property Manager Co. _____

For Lock out Call (required)

Ph _____
 Name _____

If you have already served any Notices, complete this section. (Please fax over a copy of the notice and proof of service)

Type of Notice 3-Day Pay Quit, 30- Day Vacate, 60-Day Vacate, Other Notice _____
 Date served / Mailed _____ / _____ How served: Personal Service Posted & Mailed Cert Mailed Sub & Mailed

Tenants Info. (All tenants 18 Yrs, and older, living at the property)

Tenants Names (list any other tenants on separate sheet)	Signed Rental The Agreement	Description	Best time to Contact
	Yes		
	Yes		
	Yes		
Full Address of Tenant	Suite or Apt	Hm Ph.	
City	Ca., Zip	County	Wk Ph

Date Agreement Signed _____ Oral Written, Who Entered into the Agreement? Owner Agent Predecessor

Lease/ Rental Terms: Weekly, Monthly other: _____

Beginning Rent \$ _____ Rent is Due on _____ Current Rent \$ _____ Daily Value \$ _____

Security Dep. \$ _____ Is any tenant In the Military No Yes, If yes Name _____ Changes to agreement / Rent

Effective Date _____

WHAT IS THE REASON FOR THE SERVICE OF THE NOTICE, Past Due Rent Breach of Rental Agreement other:

Please enter in all the months the rent is still owed for.

Month	Amount of Rent Due	Amount Paid & Date Paid <i>If paid in full please check box</i>	Amount of Rent Past Due	Month	Amount of Rent Due	Amount Paid & Date Paid <i>If paid in full please check box</i>	Amount of Rent Past Due
Jan				July			
Feb				Aug			
March				Sept			
April				Oct			
May				Nov			
June				Dec			
Total Rent Due			Total Amount Rent Paid	Total Amount of Rent Past Due			

If you want to collect late fees, we will have to prepare an additional form for additional fee to be served along with the 3-day notice.

No. of Months Past Due _____ X's Late fee Per Month _____ Total Late Fee = _____

Late Fees, pursuant to what paragraph _____ of your agreement. If this a Rent control Property What's the Sec No. _____

When serving the Unlawful Detainer, we will automatically serve a Prejudgment Claim of Right to Possession unless you initial _____ No, that you do not want it served.

A Prejudgment Claim of Right to Possession could prevent a lengthy delay of possibly several weeks in removing the tenants.

If there are any additional people living at this address that you are not aware of, or you do not know the names of some of the tenants. This is the best option of removing them. Choosing this option will automatically give your tenants 5 more days to stay at the property. If you have any questions please call us.

Service fees are for Orange County only: Service of Notice Fee, \$85 for the first notice, \$30 for each additional notice served at the same time & location. Unlawful Detainer fee, \$705 for the first tenant \$30 for each additional named tenant served & \$30 for the Prejudgment Claim.

~~Also please DO NOT ACCEPT any monies from the tenant without calling our office first or you may have to start the procedure over again.~~

As soon as we receive this form we will review the information provided and will call you with any question we may have and to make payment arrangements.

PLEASE FAX THIS FORM, AND NOTICES, RENTAL/LEASE AGREEMENTS AND ANY OTHER DOCUMENTS TO 714-978-6092

IMPORTANT PLEASE DO NOT FORGET TO PROVIDE US WITH YOUR FAX NO.



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BILLING & TERMS OF SERVICE AGREEMENT

Once you have completed the eviction request form, please fax it to 714-978-6092 along with all of the necessary documents, we will then contact you with any questions and make payment arrangements.

Payment arrangement: (Prepayment is required before service is completed)

We accept cash, or check, no credit cards.

When paying by cash you must bring the cash in to our office along with a copy of the eviction request form before we can start eviction.

When paying by check, you must fax over a copy of the check made out to **OCPS**, in the appropriate amount, then immediately mail the check to our office before we can start eviction. If we do not receive the check within **3days no further action will be taken on your case till**

OCPS receives payment in full.

Service fees for Orange County only:

First notice (3-day, 30-day, 60-day) prepared and served is \$85, \$30 for each additional notice.

Unlawful Detainer is \$705 for the first tenant, \$30 for each named tenant on the rental / lease agreement. \$30 for the Prejudgement Claim of Right to Possession.

Other possible fees are if we have to go to additional addresses to serve the tenants. \$30 min for each additional address.

Posting order \$25.00 If after a week of attempts we are unable to serve the tenant we will go court and request the judge to grant us permission to post the UD.

Uncontested Eviction \$705. *Uncontested Eviction is when the tenant either pays the rent and court cost in full, or surrenders possession and gets out. The case is then closed and the eviction is complete and you now have possession property.*

What the \$705 fee includes: Preparation of the Unlawful Detainer and paying the court filing fee.

Serving the first tenant and or getting a posting order if necessary.

Also covered is the default package & lock out documents, sheriff's fee for lock out and writ fee for possession only.

The \$705 fee is a flat service fee. No part of this service fee is refundable once the service has been requested and started by our office.

Contested Eviction (Could have additional cost) *Contested eviction is when the tenant files an answer and appearance is need in court.*

What the \$705 fee does not include: All attorney or process servers appearances fees, Any discovery or research time or Stipulations.

If the tenant files any kind of court action, including bankruptcy.

Collecting of any related money judgement or any additional addresses for service, or any other additional court or sheriff's fees.

When is an attorney needed to appear for you?

If the tenant files an answer with the court, (*In most case the tenst usually pays the rent or leave the property*) Once the answer is filed we will notify you and file the necessary documents with the court and get a hearing date set for you. **At this point you have one of two options:**

1. Have our attorney appear for you and he will argue for possession and or money judgement and all court cost. The attorney will charge you his discounted rate that he offers all OCES clients. This amount is paid directly to the attorney. This agreement is made by you and the attorney. **OCES is not a law firm and does not make court appearance.** OCES use the independently owned and operated law firm of: ***Law Office of Palak Chopra, 201 Anita Dr., Suite 202 Orange Ca. 92868 (714) 978-9600***
2. Or you can appear at the hearing and represent yourself, but be aware this can be a difficult process for someone unfamiliar with court system. If you choose to appear on your behalf with out our assistance, you will then need sign a substitution of attorney releasing the attorney from the case. If you should win we will still pay the lock out fees. **If you loose and request our service again you will have to start the process over again and pay all the fees a second time.**

By signing this form you are agreeing to the following:

I understand that failure to provide OCES and /or L/O of Palak Chopra with any or all requested documents and materials in a timely manner could affect the out come of the case or could result in OCES and/or L/O Palak Chopra withdrawing from represently me.

I understand by signing this form I give approval for OCES/OCPS and the attorney to start the eviction process, and agree there is no refund and to pay all related fees even if I should cancel for any reason before the service is completed.

I understand there is no guarantee as to the out come of the case and I have read this form over completely and agree to all terms and conditions.

Please fill dollar amount quoted by OCES. _____

Date &
Signature _____

For security & Privacy Reasons please enter your credit card information on the next form

THIS DOCUMENTS MUST BE COMPLETED, SIGNED & FAXED OVER BEFORE WE CAN START THE EVICTION PROCESS