



# Pre-Screen Intake Questions

## SECTION I. Eligibility Information

### Applicant Information:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Email: \_\_\_\_\_ Alt. Contact Phone#: \_\_\_\_\_

Are you a US Citizen? \_\_\_ Yes \_\_\_ No

*\*\*If not a US Citizen, please note immigration status does not necessarily disqualify you from services, but TRLA staff will need to complete a confidential non-citizen eligibility questionnaire.*

Household: # Adults \_\_\_\_\_ # Children \_\_\_\_\_ # Pets/ Type: \_\_\_\_\_

Monthly Household Income (total income for all household members): \$ \_\_\_\_\_

Do you or anyone in your household receive public benefits? \_\_\_ Yes \_\_\_ No

Do you have any type of disabilities?: \_\_\_ Yes \_\_\_ No

How long have you lived at this property?: \_\_\_\_\_

### Type of Housing:

Do you own, rent, or are you buying your home? \_\_\_ Own \_\_\_ Rent \_\_\_ Buying

If you rent, please mark all that apply: \_\_\_ Apartment \_\_\_ Home \_\_\_ Other

Do you live in a manufactured home (a/k/a "mobile home", RV, trailer)? \_\_\_ Yes \_\_\_ No

- If yes, do you own, rent, or are you buying the manufactured home?  
\_\_\_ Own \_\_\_ Rent \_\_\_ Buying
- Do you own, rent, or are you buying the lot/ land your home is on?  
\_\_\_ Own \_\_\_ Rent \_\_\_ Buying
- Do you make separate payments for the land/lot and the home? \_\_\_ Yes \_\_\_ No  
\*\* If Yes, please list separate monthly payments: \$ \_\_\_\_\_ Lot/Land, \$ \_\_\_\_\_ Home
- If you are buying or you own the home, please list the HUD Label or Serial#: \_\_\_\_\_
- Do you live in a MH Park? \_\_\_ Yes \_\_\_ No

Is your rental unit:

- Public Housing (owned & operated by Government or local Housing Authority)?  
\_\_\_ Yes \_\_\_ No \_\_\_ I don't know
- Federally Subsidized Housing? \_\_\_ Yes \_\_\_ No \_\_\_ I don't know
  - Section 8 Project Based? \_\_\_ Yes \_\_\_ No \_\_\_ I don't know
  - Low Income Tax Credit? \_\_\_ Yes \_\_\_ No \_\_\_ I don't know

Do you receive a voucher? \_\_\_ Yes \_\_\_ No \_\_\_ I don't know

- If Yes, where is the voucher from? \_\_\_\_\_

## SECTION II. Applicants needing assistance with Evictions

### **Landlord Information (OPPONENT):**

Name (rent check made to): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

### **Lease Information:**

Type of Current Lease (Written or Verbal): \_\_\_\_\_ Lease Term: \_\_\_\_\_ Rent

Amount: \$ \_\_\_\_\_ Rent Due Date: \_\_\_\_\_

Security deposit: \_\_\_\_\_ Yes (If Yes, amount \$ \_\_\_\_\_); or \_\_\_\_\_ NO

Utilities (who pays what & amount): \_\_\_\_\_

### **Delinquency Information:**

Rent Owed: \$ \_\_\_\_\_

- If you live in a manufactured home, trailer, or RV, Is the rent owed on home, lot, or both?  
\_\_\_\_ Home \_\_\_\_ Lot \_\_\_\_ Both
- Does this delinquency amount include any late fees? \_\_\_\_ Yes \_\_\_\_ No
  - If Yes, what is the Late Fee amount? \$ \_\_\_\_\_

### **Notice to Vacate & Eviction Information:**

Have you received a Notice to Vacate (NTV)? \_\_\_\_ Yes \_\_\_\_ No

- If yes, please indicate if NTV was provided: \_\_\_\_ Written \_\_\_\_ Verbally

- Date on NTV? \_\_\_\_\_ # of days to vacate (according to NTV) \_\_\_\_\_

Have you been served with an eviction citation)? \_\_\_\_\_ Yes \_\_\_\_\_ No

- Important Deadlines (court hearing): \_\_\_\_\_

Have you been locked out? \_\_\_\_\_ Yes \_\_\_\_\_ No

- If Yes, why and when? \_\_\_\_\_

(\*\* For subsidized housing tenants) Have you received a notice that your housing assistance would be terminated (abatement notice)? \_\_\_\_\_ Yes \_\_\_\_\_ No

- If Yes, What reason is listed: \_\_\_\_\_

What do you want? (more time to move, stay in unit, other...): \_\_\_\_\_

**\*\*IMPORTANT: WE WILL NEED EVICTION DOCUMENTS, SUCH AS NOTICES AND LEASES.**

**OTHER:**

Any repair issues? \_\_\_Yes \_\_\_No

- If yes, briefly describe: \_\_\_\_\_
- Was there a written repair request to Landlord? \_\_\_Yes \_\_\_No
- Did you file a code enforcement action against your landlord? \_\_\_Yes \_\_\_No

Were your utilities shut off? \_\_\_Yes \_\_\_No

- If Yes, were you current on utilities when they were shut off? \_\_\_Yes \_\_\_No
- Utilities were shut off by Landlord or utility company? \_\_\_ Landlord \_\_\_ Utility Co.

Have you been charged any other non-rental fees? \_\_\_Yes \_\_\_No

- If Yes, please describe what types and amounts: \_\_\_\_\_  
\_\_\_\_\_

Have you participated in any tenant organizing activities? \_\_\_Yes \_\_\_No

Do you feel your landlord is retaliating against you? \_\_\_Yes \_\_\_No

**SECTION III. Applicants needing assistance with Mortgage or Manufactured Home Foreclosures**

**Foreclosure & Home Information:**

Has your home already been foreclosed? \_\_\_Yes \_\_\_No

Have you received any pre-foreclosure notice (i.e. notice of delinquency/ right to cure)?  
\_\_\_Yes \_\_\_No

- If Yes, date received and from who? \_\_\_\_\_

What is the delinquency amount? \$ \_\_\_\_\_

What is the delinquency for? \_\_\_\_\_

Is your home insurance paid? \_\_\_Yes \_\_\_No

Property Taxes paid? \_\_\_Yes \_\_\_No

**Lender Information (OPPONENT):**

Name (mortgage payments made to): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

***\*\*IMPORTANT: WE WILL NEED ANY PRE-FORECLOSURE NOTICES OR PAPERWORK RELATED TO COMPLETED FORECLOSURE.***