



SPECTRUM
REALTY SERVICES LLC



Rental Property Owner's Tenant Eviction Checklist

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Evicting a tenant can be every landlord's nightmare. However, when becoming a rental property owner, dealing with a bad tenant situation that leads to eviction is something you'll likely have to deal with eventually.

Evictions are expensive and stressful—and should be used as a last resort when all other attempts to work with the tenant have failed. Before attempting to remove a tenant the wrong way, consult your legal counsel to confirm the legal process (and avoid a lawsuit).

You can also use this Rental Property Owner's Tenant Eviction Checklist to help you get through the eviction process.

Don't forget: we offer full-service property management to help you deal with difficult tenants and evictions (if necessary). If you're not ready to handle this on your own, our team can help!

Information Gathering: Start by gathering the information you'll need to carry out an eviction. A lawyer and property manager can help you understand everything you need to comply with the law.

Confirm current local, state, and federal eviction laws

Review a copy of the lease

Collect these details about the Tenant:

- | | |
|--|--|
| <input type="radio"/> First Name: _____ | <input type="radio"/> Last Name: _____ |
| <input type="radio"/> Phone: _____ | <input type="radio"/> Property Address Line 1: _____ |
| <input type="radio"/> Property Address Line 2: _____ | <input type="radio"/> City: _____ |
| <input type="radio"/> State : _____ | <input type="radio"/> Zip: _____ |

Reason for Eviction:

Owners need a legal reason for eviction. Document your reasons and compare them to local laws and the rules in the lease. Since laws change frequently, be sure to do your research every time.

- Gather documentation supporting your complaints, as well as your communications with the tenant requesting they remedy them.
- Flag the lease violations in a copy of the lease.

Hire an Attorney:

If you haven't already consulted a lawyer, we encourage rental property owners to seek legal counsel to ensure a favorable outcome.

Determine the type of Notice:

A legal eviction process requires delivering the proper written notice to tenants to inform them of violations and next steps. Work with your lawyer or a property manager to determine the appropriate notice.

- Pay or Quit:** When tenants don't pay rent, use this notice to inform them they must pay or leave the rental.
- Cure or Quit:** When tenants violate the lease, this notice tells them to correct the violation or leave.
- Unconditional Quit:** When the other two notices do not work, this is the last resort notice. It's time for the tenant to leave.

NOTE: There are other types of notices to consider for a specific eviction situation. For example, in Texas, there is a 3-day notice to vacate that must be served via certified mail. In Michigan, owners must send a 7-day notice to vacate, and it doesn't have to be served via certified mail. We highly recommend that you seek legal advice from a lawyer or experienced property manager in your area that is well-versed in current laws.

Give Notice: Once you have prepared and reviewed it with your lawyer, create and issue your formal eviction notice.

Create four copies and post to the required locations, generally:

- Post one notice to the property
- Send one notice certified mail
- Keep one copy for your records
- Keep a copy for the court

Keep a record of the dates you mailed or delivered each notice

Tenant Action: Did the tenant remedy or move out in the specified time?

- Yes:** Congratulations! Back to business as usual.
- No:** It is time to go to court and pursue a legal eviction.

The best eviction prevention is finding the best tenants. Our company provides lease-only and full-service property management for property owners, including tenant screening and management.