

Eviction Checklist

I. TO FILE A COMPLAINT FOR EVICTION FOR NON COMPLIANCE OF LEASE FORM: (RESIDENTIAL)

Required Forms:

- For One Tenant:
 - 1 Original plus 2 copies of Complaint
 - 3 copies of 7-day Notice
 - 3 copies of written agreement (lease), plus other documents, if any
 - 1 white #10 envelope w/2 stamps addressed to the tenant
- Required Fees payable to "Clerk of Court":
 - \$209 Filing Fee (includes document preparation)
- Required Sheriff's Fees payable to "FCSO"
 - \$40 **per defendant** (*must be a money order or real estate check*)
- For Two Tenants:
 - 1 Original plus 4 copies of Complaint
 - 5 copies of 7-day Notice
 - 5 copies of written agreement (lease), plus other documents, if any
 - 2 white #10 envelope w/2 stamps per envelope addressed to *each* tenant
- Required Fees payable to "Clerk of Court":
 - \$226 Filing Fee (includes document preparation)
- Required Sheriff's Fees payable to "FCSO"
 - \$40 **per defendant** (*must be a money order or real estate check*)
- More than Two Tenants: You will need:
 - 2 additional copies of each document per tenant.
 - 1 additional envelope w/2 stamps per tenant.

II. TO REQUEST A WRIT OF POSSESSION:

- Put request in writing and submit the original
- Required Fees payable to "FCSO":
 - \$90 Money Order or Real Estate Check
- Required Fees payable to "Clerk of Court"
 - \$7 for clerk to prepare Writ

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