

# Eviction Checklist

## I. TO FILE A COMPLAINT FOR EVICTION FORM: (*RESIDENTIAL*)

### Required Forms:

- For One Tenant:
    - 1 Original plus 2 copies of Complaint
    - 3 copies of 3-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 3-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.
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- ## 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