

HAPCO PHILADELPHIA-MUNICIPAL COURT EVICTION DOCUMENT
SUBMISSION AND CLAIM INITIATION FORM

(PHILADELPHIA ONLY)

I. OWNER INFORMATION

1. Name of Owner: _____
2. Address of Owner: _____

3. Phone Number: _____
4. Fax Number: _____
5. Email: _____
6. Name of person to receive correspondence (if different from above)
 - a. Name: _____
 - b. Address of Owner: _____

 - c. Phone Number: _____
 - d. Fax Number: _____
 - e. Email: _____

II. REQUIRED DOCUMENT VERIFICATION; PLEASE CHECK/CONFIRM:

1. COPY OF CURRENT HOUSING INSPECTION LICENSE (rental license). This must be for the current year and for any other time period you are claiming rent. _____
2. Commercial Activity License/business privilege license (required for commercial evictions only). _____
3. Notice to Vacate (unless notice is waived in the lease) _____
4. Copy of Lease Agreement. _____
5. Owner signed and dated Certificate of Rental Suitability (if tenancy commenced after August 31, 2011). _____

- a. Please certify that the Certificate of Rental Suitability was provided to tenant along with the Partners for Good Housing Handout. _____
- 6. Copy of the Lead Paint Certificate or Lead-Free Certificate (except for the properties build after 1978) _____.
 - a. Please certify that the property is built after 1978, and do not need the Lead Paint Certificate _____.
- 7. Copies of any L&I violations
 - a. Please certify that you are unaware of any current L&I Violations affecting the property. _____
- 8. Does Owner have Federally backed Mortgage? _____

III. EVICTION CLAIM INFORMATION:

- 1. Name of Owner (must match name on Housing Inspection License):

- 2. Name of Tenant(s):

Address of Property

- 3. Date lease began: _____
 - a. Written lease: _____
 - b. Oral lease: _____
 - c. Lost lease: _____
- 4. Original term of lease: _____
- 5. Current term of lease: _____
- 6. Is the property declared unfit for human habitation by the City Philadelphia? _____
- 7. Date Notice to Vacate sent (unless notice waived in the lease): _____

8. Rent Claim information:

Month	Amount
_____	_____
_____	_____
_____	_____
_____	_____

9. Late Fee information:

Month	Amount
_____	_____
_____	_____
_____	_____
_____	_____

10. Utilities Owed

Type of Utility	Amount
_____	_____
_____	_____
_____	_____

11. Other fees Owed (please specify): _____

12. Please specify any other reason for eviction (breach, etc.)

KNOW ALL PERSONS BY THESE PRESENTS THAT I DO HEREBY APPOINT THE AUTHORIZED REPRESENTATIVE OF HAPCO (BY AND THROUGH THEIR ATTORNEYS) AS MY TRUE AND LAWFUL

ATTORNEY *FOR ME* FOR THEPURPOSE OF FILING AN AFFIDAVIT OF BREACH OF AGREEMENT, AND TO FILE SAID AFFIDAVIT WITH THE PHILADELPHIA MUNICIPAL COURT IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL ON THE ABOVE DATE. I HEREBY CERTIFY THAT I AM A HAPCO MEMBER.

In addition, in certain cases where the tenant appears, and an agreement for Judgment is reached, the Court may require the filing of an affidavit of Breach of Agreement. If your case requires an affidavit, HAPCO will file it for you provided you sign the limited Power of Attorney.

Date

Signature

Pre-Step (Mediation):

- Mailing check: Please enclose check for \$250.00 (Mediation/ Diversion). Please pay for eviction once your case reaches Municipal Court.
- Paying through Hapco Website will be \$250.00 and the transaction fee \$12.00(Mediation/ Diversion).
- **IF THE CASE IS NOT RESOLVED BY DIVERSION, THEN CASE AUTOMATICALLY GOES TO EVICTION (MUNICIPAL COURT FOR HEARING) AND THE HAPCO MEMBER IS REPOSNSIBLE FOR PAYING THE EVICTION FEE (STEP-BY-STEP/ALL-IN-ONE PACKAGE). IF IN CASE OF REFUND OF CASES, HAPCO PHILADELPHIA WILL CHARGE A \$25.00 PROCESSING FEE.**
- **IF IN CASE OF REFUND OF CASES, HAPCO PHILADELPHIA WILL CHARGE A \$25.00 PROCESSING FEE.**

Step-by-Step Method:

- Mailing check: Please enclose check for \$285.00 (Municipal Court Hearing). Please pay for each step as you proceed.
- Paying through Hapco Website will be \$285.00 and the transaction fee \$9.00(Municipal Court Hearing).
- **IF IN CASE OF REFUND OF CASES, HAPCO PHILADELPHIA WILL CHARGE A \$25.00 PROCESSING FEE.**

All-In-One Package:

- Mailing check: Please enclose check for \$545.00.
- Paying through Hapco Website will be \$545.00 and the transaction fee \$17.00.
- **IF IN CASE OF REFUND OF CASES, HAPCO PHILADELPHIA WILL CHARGE A \$25.00 PROCESSING FEE.**

There are no refunds once an eviction is initiated. If the tenant files a petition, to challenge the petition and have the attorney appear at the petition hearing, it will cost extra, and you must pay the extra fee directly to the lawyer.

NOTE TO REAL ESTATE AGENTS: This service is for HAPCO Members Only. An Agent must have each client Join HAPCO Philadelphia in order to utilize our Eviction Process.

NOTE TO ONE STEP FILERS: The Judgment for Possession granted by the Court must be EXECUTED within 180 days of the judgment. (Writ Possession, Alias Writ and actual lockout completed) If the Writs are not executed within 180 days, an extension may be requested (to be granted at the sole discretion of the Court). The fee for the extension is \$200.00. If the court declines to grant the extension, a new eviction complaint will be necessary. Owners are advised to pay attention to the 18D day rule and request issuance of the Writ of Possession and Atlas Writ in a timely fashion to avoid the additional charge to request an extension or make a new case.