

BORNSTEIN LAW

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Client Information Sheet

_____ New Client _____ Existing/Returning Client Date _____

Name:		
Address:		
City:	State:	Zip:
Phone: ()	Cell: ()	
Fax: ()		
E-mail:		
Notes:		

www.bornstein.law

Information Request

1. What type of dispute is this? Please provide pertinent documents (i.e. rent ledgers, photos, incident reports, police reports, etc.)

- Non-Payment of Rent:
- Breach of Lease:
- Nuisance:
- Other:

2. Address of Property: _____

3. Owner of the Building:

- Individual(s) _____
- Entity & Type _____

4. Lease Agreement:

- Written Agreement – Please attach or deliver a copy to our office via mail or email
- Verbal Agreement – Please provide the following info:
 - Commencement? _____
 - What was the initial rent? _____

5. Current terms of tenancy:

- What is the current rent amount? _____
- When was the last rent increase? _____

6. Names of all occupant(s) in the unit whether or not they are on the lease:

- i. _____
- ii. _____
- iii. _____
- iv. _____

7. Any minor(s) living in the unit?

Yes If yes, how many? _____ No

8. Are there any animals in the unit?

Yes If yes, what kind of animal(s) _____

No

9. When was the building constructed?

Before 1979 After 1979

10. Is the property a:

Single Family Home?

Is there an "in-law" unit? Yes No

Multi-unit Property?

11. Has the tenant(s) complained to you regarding the condition of the premises?

Yes

In writing? If yes, please attach or deliver a copy to our office via mail or email

Verbal?

No

12. Are there any existing building code violation(s) on the property? Yes No

• If yes, please state: _____

13. Access to front door of the tenant's unit:

Accessible from the street. No key(s) or code required.

Through a locked door/gate

Key(s) is required. If so, please **deliver** a copy of the key(s) to our office.

Entry code is required. Code: _____