



RENT COURT FILING INFORMATION FORM

Owner(s) Information:

Owner's Full Name: _____

Owner's Contact Information:

Cell # _____

Office # _____

Home # _____

FAX# _____

Owner's Mailing Address:

Number and Street: _____

City and State: _____

Zip Code: _____

Owner's e-mail Address: _____

Optional info: Owner's web site Address (if applicable): _____

Rental Property Information:

FYI:

Rental Property's Street Number and Suffix must include if applicable:
(Suffix, Street Direction: N,S, E, W, 1st St, 2nd St)

Rental Property's Street Name: _____

Rental Property's City/County Name: _____ Is it *City* or *County*?

Rental Property's State: _____

Rental Property's Zip Code: _____

Lead Cert Number: _____

Registration Number (if in Baltimore City): _____

Rental License Number (if in the County): _____

Actual Month(s) You're Filing For: _____

Actual Monthly Rent Amount: _____

Actual Monthly Rent Late Fee Amount: (cannot exceed 5% of the monthly rent amount): _____

If desiring to collect: Future Rent

Month Filing For: _____ Amount Filing For: _____

(Future rent is only granted if the trial date is after 5th day of any given month and with-in the month you are filing for)

Additional Information:

Rent Court Filing services may suggest that a spread sheet is forwarded along with your rent court filing in the event that we feel the Judge may request proof of the amount you are filing for. This will also be helpful in the event that the tenant shows up for court and wants to dispute the balance owed. The Judge will request to see an accounting ledger (hand written is acceptable) and normally finds in favor for the landlord providing the ledger is user friendly readable and proper. Having your accounting spread sheet would be favorable and helpful to convince and satisfy any balance that is questioned and if the tenant provides receipts for payments made to you. Most of the time the receipts are brought in from the tenant but in most case the owner has already accounted for them and has applied them to the prior balance owed from the tenant and the tenant most of the time doesn't take that into consideration until the spread sheet identifies there payments received and how they were applied. This is not a requirement but an important suggestion to further a successful outcome for you on the trail date.

Tenant's Information:

It is very important that you list the full names of all of the Tenants over the age of 18, which occupy the rental property.

Tenant's Full Name: _____

(Important if you have a lease the name must match what is on the lease)

Tenant's Full Name: _____

(Important if you have a lease the name must match what is on the lease)

Tenant's Full Name: _____

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Tenant's Full Name: _____

(Important if you have a lease the name must match what is on the lease)

Military Information:

Does the Tenant(s) serve in the military? **Yes:** or **No:**

(if no) please confirm this status again by answering Yes or No to the following question.

Was this confirmed on the D.O.D. website? **Yes:** or **No:**

FYI:

(Recommended to confirm this matter by visiting <https://www.dmdc.osd.mil/appj/scra/scraHome.do>)

Confirmation information: please indicate status by checking: **Yes:** or **No:**

Important the District Court will NOT allow favor for the Landlord to win a judgment if the Military information was not confirmed accordingly on and by the D.O.D. website.

Civil notice filing:

All the above information will be needed and in addition to that I will need to know what amount you would like me to file for. This amount will need to be explained on the day of the trial. I will need copies all of all paper work for proof of amount due (receipts, notices and etc.) to win this judgment. In addition to that we will need to contact you to discuss further required information necessary for this type of filing.

Fees for Rent Court Filings each filing:

If you have more than 3 filings our rent court filing service fee is **\$15 plus court cost.**

If you have more than 3 filings and this is an Apartment or Condo Community our rent court filing service fee is only **\$4.00 plus court cost.**

All other rent court filings fees are as follows:

Rent Court Filing Services of \$25 including the District Court's Fee of \$17 for County Properties totals to = **\$42.00**

Rent Court Filing Services of \$25 including the District Court's Fee of \$27 for Baltimore City Properties totals to = **\$52.00**

Send Information to:

Please e-mail or fax back the information needed to: *Property Management, Inc.*

E-mail address: andrew.evans@century21.com

Fax Number is: 410-284-6844

Contact Number is: 410-284-6855

Payment Options:

Credit/Debit Card is accepted during our regular business hours 9:30am to 5pm Monday thru Friday. (Please call our office for processing your payment).

or

Please mail a check or money order payable to: *Property Management, Inc.*

Mailing Address:

Property Management, Inc.

3230 Wallford Drive

Baltimore, MD 21222