



Website: rentcourtfiling.com
E-Mail: andrew.evans@century21.com

Hello Folks,

Note: Please keep in mind we have all the necessary documents in our office and with the information you are providing for us - we will fill the documents out for you. Thank you!

In order to expedite any and all Rental / Warrants / or Vacate Notices properly, we will need the following information:

* The **tenant(s) name, current lease address** (including the proper suffix: N., S., 1st, 2nd floor and etc. City and zip code),

* For a **Failure To Pay Rent Notice** we will need the **total** balance due for all months due: (example if more than a few months you can say February, 2011 through September 30, 2013). **Late fees** (they are and can only be up to 5% of each monthly rental proceed for each month the rent was not or has not been paid on time of for), than calculated for all of the months that have not been paid for up to and through September, 2013. (What that all totals up too =\$ ____). If the property was built before 1950 we will need a **lead certification number** (very important), we will also need to know the **military status** - if the current tenant(s) are in the military or if they are not. (very important).

* **Commercial Property** - doesn't require a Lead Certification

* For any **Warrant of Restitution / Eviction Notice** we will need the **total** balance due from the judgment won related to the failure to pay rent notice's case #. We will fill out and **add** the appropriate additional charges related to the **filing fee** and **sheriff's fee**.

Remember to always feel free to call us if you should ever have any questions or concerns. God's peace be with you and your family!

Sincerely, Andy Evans cell # 410-935-2351
Rent Court Filing Services CEO



RentCourtFilingServices.com / Tenant Placement Services Baltimore / **Century 21** Horizon Realty, Inc.
Office # 410-284-6855 Fax # 410-284-6844 - 3230 Wallford Drive Dundalk, MD 21222

Proudly servicing predominately in the Baltimore County, Baltimore City and surrounding areas