



THE MACSIM FIRM

801 Northpoint Parkway
West Palm Beach, Florida 33407

Telephone: 561-899-8184
Facsimile: 561-536-3031

RESIDENTIAL EVICTION INFORMATION SHEET

Please answer the following questions by filling in the appropriate information. You must PRINT your information legibly so that we may complete your documentation correctly the first time. You are responsible for any errors in the information supplied. If the information is not legible it will be return for clarification.

PLAINTIFF INFORMATION

Property owner's full name? _____

Property Manager's full name? _____

Name as you want listed in the lawsuit? _____

City, State and Zip Code? _____

Primary Phone Number? _____

Secondary (cell) Number? _____

Fax Number? _____

Email Address _____

DEFENDANT INFORMATION

Tenant 1 FULL name? _____

Tenant 2 FULL name? _____

Tenant 3 FULL name? _____

Defendant in Military? _____

https://www.dmdc.osd.mil/scra/owa/scra.home Yes / No (circle one)

Rental Property Address? _____

City, State and Zip Code? _____

RENTAL INFORMATION

Rental Amount? \$ _____ Weekly/Monthly (circle one)

What day is the rent due on? _____

Is the Lease written or oral? _____ Written/ Oral (circle one)

What days did you deliver the Notice on? _____

How much Security Deposit are you holding on? \$ _____

How much rent is past due? \$ _____

Property gated, Service of process procedures _____

Date this _____ date of _____, 20____

Client Signature _____

Return by FAX to 561-536-3031
Scan and return by E-MAIL to pleadings@themacsimfirm.com



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RESIDENTIAL TENANT EVICTION AUTHORIZATION FOR REPRESENTATION AND FEE AGREEMENT

The undersigned client hereby agrees to hire and authorizes the MacSim Firm to provide legal representation and counseling to the undersigned client as the Landlord or Owner in a Residential Tenant Eviction according to the following terms and conditions:

SUBJECT MATTER OF REPRESENTATION

(Eviction Lawsuit for possession only)

Obtain possession from a tenant of property owned or managed by the undersigned client in Palm Beach, St. Lucie, Broward or Miami-Dade County Florida, as detailed in the attached Eviction Information Sheet, through eviction proceedings. The undersigned understands of the right to also sue for money damages, but is declining to do so because of the extra costs and time associated with a count for money damages. By providing the MacSim Firm with the attached Eviction Information Sheet with information for a new case, the undersigned client agrees that the terms of this agreement shall be applied to future cases, unless otherwise agreed to in writing.

The undersigned client agrees to cooperate fully with MacSim Firm to help prosecute the undersigned's eviction. This includes providing accurate information on the attached Eviction Information Sheet and other documentation or copies thereof when requested, so that they may be taken to Court and in-person testimony to aid in the prosecution of the undersigned's eviction.

The undersigned client understands that the MacSim Firm will diligently pursue the prosecution and representation of the undersigned's eviction. The undersigned client understands however, that at times there may exist delays caused by factors totally beyond the control of the MacSim Firm

FEES FOR REPRESENTATION

As compensation for said representation, counseling, and legal services the undersigned client agrees to pay the MacSim Firm as follows:

1. A flat fee of \$_____ (*Enter total cost due from "Fee Schedule Breakdown"*) as long as the undersigned's eviction remains uncontested and an unexecuted Writ of possession. An eviction remains uncontested as long as it does not require an appearance by an attorney in Court or Mediation and is otherwise disposed of by tenant default. **The above Flat Fee Rate includes filing fee, summons and if applicable, process service fees.**
2. A flat fee of \$150.00 per Court or Mediation appearance and \$90.00 for Writ of Possession.

If factors in the undersigned's eviction change during its prosecution, (i.e. tenant files suit against the undersigned client or files for bankruptcy) the MacSim Firm will have the right to charge additional fees as warranted by the circumstances. Prior to charging any additional fees the MacSim Firm will obtain prior authorization from the undersigned client.

Date: ___/___/___

By: _____
Attorney's Signature

By: _____
Client's Signature