

**MUNICIPAL COURT EVICTION FORM
(Philadelphia Only)**



1120 Buttonwood St. Unit A
Philadelphia, PA 19123
Tel: 215-684-1684 Fax: 215-684-1683
www.hapcoassoc.com

Eviction proceedings can only be initiated by including the following:

1. Photostat of validated residential or multi-family license. This must be for current year.
2. Copy of Notice to Vacate.
3. Copy of lease.
4. Copy of any L&I Violations
5. If not a member of HAPCO, include dues of \$75.00.
6. Submit check for proper amount (see back of form).
7. All spaces on form must be completed.

NOTE: Type or Print All Information

PHONE NUMBERS

1. OWNER

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

Home _____

Work _____

Cell _____

Pager _____

2. NAME OF PERSON TO RECEIVE CORRESPONDENCE (If different from above)

NAME _____ TEL: _____

ADDRESS _____ ZIP _____

3. TENANT'S NAME(s) as on lease _____

TENANT'S ADDRESS _____ APT. _____

FLOOR OR NUMBER _____ ZIP _____

4. DATE LEASE BEGAN _____

5. LEASE INFORMATION - CHECK TWO OF THE FOLLOWING:

_____ Written Lease	_____ Monthly Lease
_____ Written Lease - no copy - lost	_____ Yearly Lease
_____ Oral Lease	_____ Other

PLEASE TURN TO OTHER SIDE

6. Is the property now declared unfit for human habitation by the City of Philadelphia? Yes _____ No _____

7. Are there outstanding L & I Violations? Yes _____ No _____

8. Written notice to vacate premises by _____ was given on _____
(date) (date)

9. RENT OWED CURRENT MONTHLY RENT _____ DATE RENT DUE _____

MONTH	AMOUNT		AMOUNT
_____	_____	Late Charges	_____
_____	_____	Excess Water/Sewer Rent	_____
_____	_____	Other	_____
_____	_____	GRAND TOTAL	=====

10. REMARKS AND OTHER PROBLEMS WITH TENANT: _____

In certain cases where our tenant appears, and an agreement for Judgement 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 below:

KNOW ALL PERSONS BY THESE PRESENTS THAT I DO HEREBY APPOINT THE AUTHORIZED REPRESENTATIVE OF HAPCO AS MY TRUE AND LAWFUL ATTORNEY FOR ME AND IN MY NAME TO EXECUTE 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.

(Date) (Signature)

- MAIL TO: HAPCO - 1120 Buttonwood St. Unit A Philadelphia, PA 19123
- METHOD #1: ENCLOSE CHECK FOR \$185.00. For 1st step eviction process (Municipal court Hearing Only).
- METHOD #2: ENCLOSE CHECK FOR \$355.00. For complete eviction process (this method provides for all legal services for evictions, including any appeals by tenants.)

THERE ARE NO REFUNDS ONCE AN EVICTION IS INITIATED.

NOTE TO REAL ESTATE AGENTS: This service is for HAPCO members only. An Agent must have each client join HAPCO in order to utilize our Eviction Process.