



Property Possession Claim Information Worksheet

Please answer each question to the best of your knowledge, some of the questions may not apply to your property. Documents needed may include: written rental agreements, notices of rent increases, rent ledger, accounting, termination notices and/or other notices, complaints via texts, mail, emails, voicemails, photos, etc.

An attorney-client relationship is not established unless and until Damon Petticord has expressly agreed to represent you.

Reason(s) you want possession of the property:

Property Information:

Property address:	
Is the property within Portland City Limits? (please check PortlandMaps.com if unsure)	
Does the property have a federally back mortgage like Freddie Mac or Fannie Mae?	
Are you or the occupants participating in federal programs such as Section 8, LIHTC, or HOME?	
Single Family Residence or other?	
Do any of the owners reside at the property?	
Are any parts of the property rented separately to different tenants?	
Was the dwelling unit constructed in the last 15 years?	
Is mail received at the property?	
If so, does the tenant receive mail at the property?	



Owner / Landlord Information:

Your name Address Email address Phone number (Home / Cell):	
Names & contact information for all other owners:	
Owners on title to the property:	
Is the title in the name of a corporation or trust?	
Is there a property manager?	
If yes, contact information for property management:	
For purposes of possible rent relocation assistance, how many dwelling units (units with kitchens) do you own or have for rent in Oregon?	

Occupant Information:

Names of each occupant:	
When did each occupant move onto the property?	
DOB's or SSN's for each tenant:	
Is there a written rental agreement? (Please provide a copy).	
If not, is there an oral rental agreement?	
Which (if any) of the occupants are tenants under a rental agreement?	
If there is a tenancy, is it month to month or for a term?	
If the tenancy is for a term, when does the term expire?	
Are there any authorized occupants other than the named tenants?	



Are any of the unwanted occupants related by blood, marriage, etc. to the owners?	
How long has each current occupant lived at the property?	
Are there any subtenants?	
Are there any other non-tenant occupants?	
Do any of the occupants have a criminal history?	
Do you have reason to believe any of occupants may be violent?	
Are there any trailers, RV's, camper vans, or other occupied structures on the property?	
Do any of the occupants receive public rental assistance?	
Do you have reason to believe any of the occupants were victims of domestic violence?	
Do you have reason to believe any of the occupants are disabled or mental incapable?	
Do you have reason to believe any of the occupants are in active military service?	

Rent information (if applicable).

Amount of rent	
Rental Increases within last year? (If so, please scan and attach all notices of rental increase).	
When is the rent due?	
Last rental payment received?	
Is rent past due? (If so, please provide rent ledger).	
Do the tenants receive any subsidization of rent? (If so, please specify)	
Please list any outstanding rent payments (or provide a separate accounting).	
Are you aware of any pending applications for rental assistance by the occupants?	



Rental History Notices / Other Issues

Has there been previous litigation with the current occupants? If so, please explain and provide case numbers.	
Have there been any termination or other notices served within 1 year? If so, please scan and attach notices.	
Have the occupants made any complaints about the owners, management, or the property?	
Please provide all complaints (including texts, mail, emails, voicemails, photos, etc.) made by the occupants.	
(For rental properties) has an owner/agent entered the rental property (inside or outside) without 24 hours' notice during the past year? If so, please provide details.	
Please list and/or summarize any complaints made by the occupants (even if they are false or misleading).	
Have any repairs been made to the property during the past year?	
Are there any habitability issues (including but not limited to water penetration or mold) that you are aware of at the property?	
If so, please describe each alleged issue.	

Security Deposit & Last Month's Rent

Was there a security deposit? (If so, amount)	
Was last month's rent paid?	
Were there any other sorts of fees or deposits paid?	
Was there a "walkthrough" before possession by occupants?	
Is there check-in / check-out documentation?	



Misconduct by Tenants

Have the occupants violated the Rental Agreement?	
If so, please describe the violations.	
Have the occupants caused damage to the property?	
If so, please describe the damage.	
Has there been any other type of misconduct by Occupants?	

Prepaid Expenses & Deposits

Security deposits	
Prepaid or last month's rent	
Pet deposits	
Other fees or expenses collected	

Utilities

Are all utilities included with the rent?	
If not, how are they charged?	
Are any of the utilities split between multiple parties?	

Is there anything else I should know about the property or the tenants?