


**Toledo Municipal Court**  
555 N. Erie Street  
Toledo, Ohio 43604

JUDGE C. ALLEN MC CONNELL

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MEMORANDUM

TO: Tenants Filing Rent Escrow Cases Pursuant to TMC Local Rule 35(B)

FROM: Judge C. Allen McConnell   
Presiding & Administrative Judge, Housing Court

RE: Escrow Check List

DATE: August 13, 2008

Please carefully check the following list of items that should be completed before filing a rent escrow case:

1. \_\_\_ Tenant listed the names and addresses in full of both parties involved.
2. \_\_\_ Is the Tenant current with rent and deposited monies owed the Landlord?
3. \_\_\_ Has the Landlord filed an eviction proceeding?
4. \_\_\_ Has the Landlord issued a "Notice to leave the Premises?"
5. \_\_\_ Has the Tenant given a 30 day notice to the Landlord prior to filing the rent escrow (attach a copy of the notice to the application)?

Additional Attachments:

1. \_\_\_ List of the acts, omissions, or code violations that the Tenant alleges the Landlord must address.
2. \_\_\_ Are any of the issues listed related to Health Code Violations?