

Toledo Housing Court Rent Escrow Checklist

Date:

Tenant's Name

Landlord's Name

Tenant's Address

Landlord's Address

Phone

Phone

This checklist should be completed prior depositing your rent with the Clerk's Office.

- Did you give the Landlord **written** notice of the problems with the property? **YES** **NO**
 - **If yes, attach a copy of the notice to your application.**
 - **Date of the Notice:**
- Has it been a reasonable amount of time, usually at least thirty (30) days, since you gave the notice to the Landlord? **YES** **NO**
- Did you pay last month's rent **in full** to the Landlord? **YES** **NO**
 - What amount was paid to the landlord for rent last month? \$
 - On what date was last month's rent paid?
- When is your next rental payment due?
- Has the landlord issued a 3-day notice (Notice to Leave Premises) to the tenant? **YES** **NO**
 - If yes, when was the 3-day notice served to the tenant?

Water Shut Off

Check this box if you have received a Water Shutoff Notice from the Department of Public Utilities.

- **If so, attach a copy of the notice to your application.**

Notice to all tenants depositing rent:

***If you do not follow the Rent Escrow Procedures correctly,
an eviction action may be initiated by the landlord.***