

INSTRUCTIONS

Complete this form by typing or by legibly handwriting as follows:

1. CAPTION – Insert the cause number supplied by the Clerk, as well as the names of Plaintiff and Defendant.
2. PARAGRAPH 1 – Insert the address or legal description of the property involved.
3. PARAGRAPH 2a – Insert the relevant dates.
4. PARAGRAPH 2b – Insert all reasons other than non-payment of rent which justify your request for immediate possession of the property.
5. PARAGRAPH 2c – Insert the date Plaintiff delivered to Defendant a written notice to vacate the property AND attach a copy of this notice to your request.
6. PARAGRAPH 3 – Insert the fair market value and the fair rental value of the property.
7. Date and sign the request and indicate your legal capacity, e.g., owner, authorized representative, attorney, etc.
8. At “TO”, insert the name(s) and address(es) of person(s) or entity now in possession of the property.
9. Insert the date of hearing supplied by the Clerk.
10. Submit four copies of the completed form if you name only one Defendant. Submit one additional copy for each additional Defendant.