



Eviction Process Checklist for Property Management

Notice of Default

Verify proper notice delivery, content, and retention records.

Notice Delivery Date

Enter date...


Delivery Method

- ☐ Certified Mail
- ☐ Personal Service
- ☐ Posting on Property

Detailed Description of Delivery Method & Confirmation

Write something...

Proof of Delivery (e.g., Certified Mail Receipt)

 Upload File

Copy of Notice of Default Provided to Tenant

Write something...

Reason for Default

- ☐ Non-Payment of Rent
- ☐ Lease Violation
- ☐ Other

Amount of Rent Due (if applicable)

Enter a number...

Legal Review & Preparation

Confirm legal compliance and file necessary paperwork with the court.

Date of Notice Served

Enter date...

Summary of Legal Review Findings

Write something...

Legal Counsel Review Status

- ☐ Reviewed & Approved
- ☐ Pending Review
- ☐ Revisions Required

Copy of Legal Documents (e.g., Notice of Default)

 Upload File

Case Number (if assigned)

Enter a number...

Notes on specific legal requirements/challenges

Write something...

Tenant Communication & Negotiation

Document attempts at communication and potential resolution with the tenant.

Summary of Initial Communication

Write something...

Date of First Communication Attempt

Enter date...

Time of First Communication Attempt

Communication Method (e.g., Phone, Email, Certified Mail)

- ☐ Phone
- ☐ Email
- ☐ Certified Mail
- ☐ In-Person

Summary of Tenant Response (if any)

Write something...

Offer(s) Made to Tenant (e.g., Payment Plan, Lease Modification)

- ☐ None
- ☐ Payment Plan
- ☐ Lease Modification
- ☐ Other

Notes on Tenant's Willingness to Cooperate

Write something...

Court Hearing Preparation

Gather evidence, prepare witnesses, and organize court documentation.

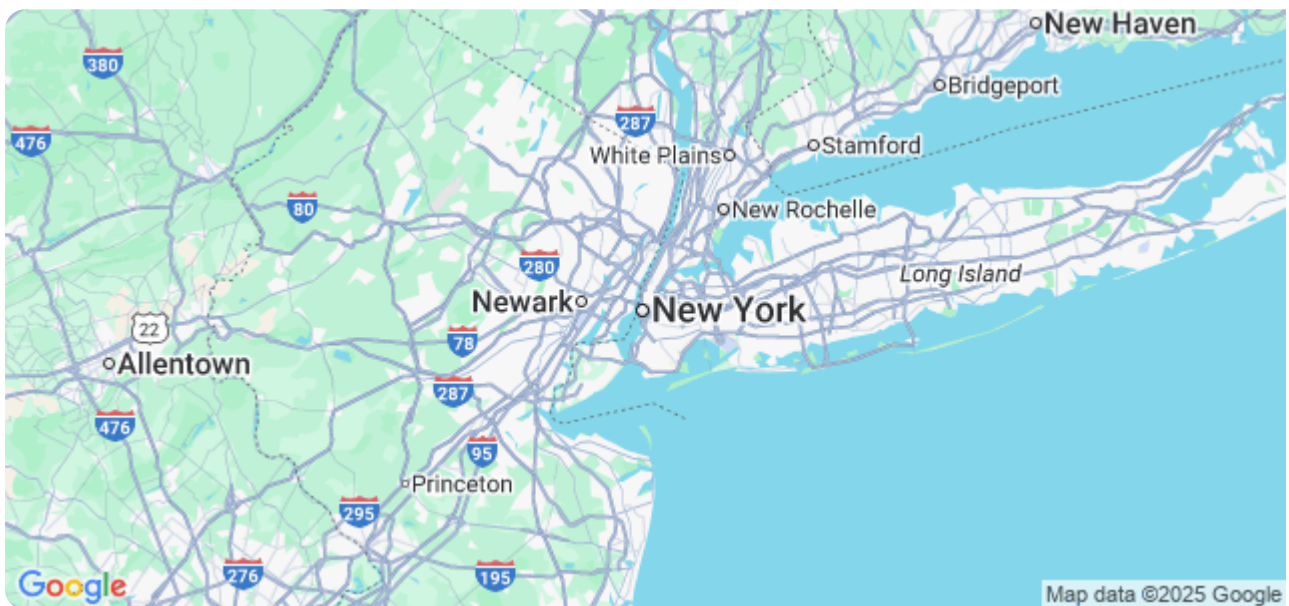
Court Hearing Date

Enter date...

Court Hearing Time

Courtroom Location


 [Set My Current Location](#)



Summary of Tenant Communication Log

Write something...

Lease Agreement

 [Upload File](#)

Notice of Default (Proof of Service)

 Upload File

Legal Counsel Review Status

- ☐ Reviewed and Approved
- ☐ Pending Review
- ☐ Not Required

Witness Testimony Outline

Write something...

Writ of Possession

Obtain and process the Writ of Possession from the court.

Date Writ Requested

Enter date...

Case Number Assigned by Court

Enter a number...

Date Writ Issued

Enter date...

Sheriff/Law Enforcement Agency Contact Name

Write something...

Sheriff/Law Enforcement Agency Phone Number

Write something...

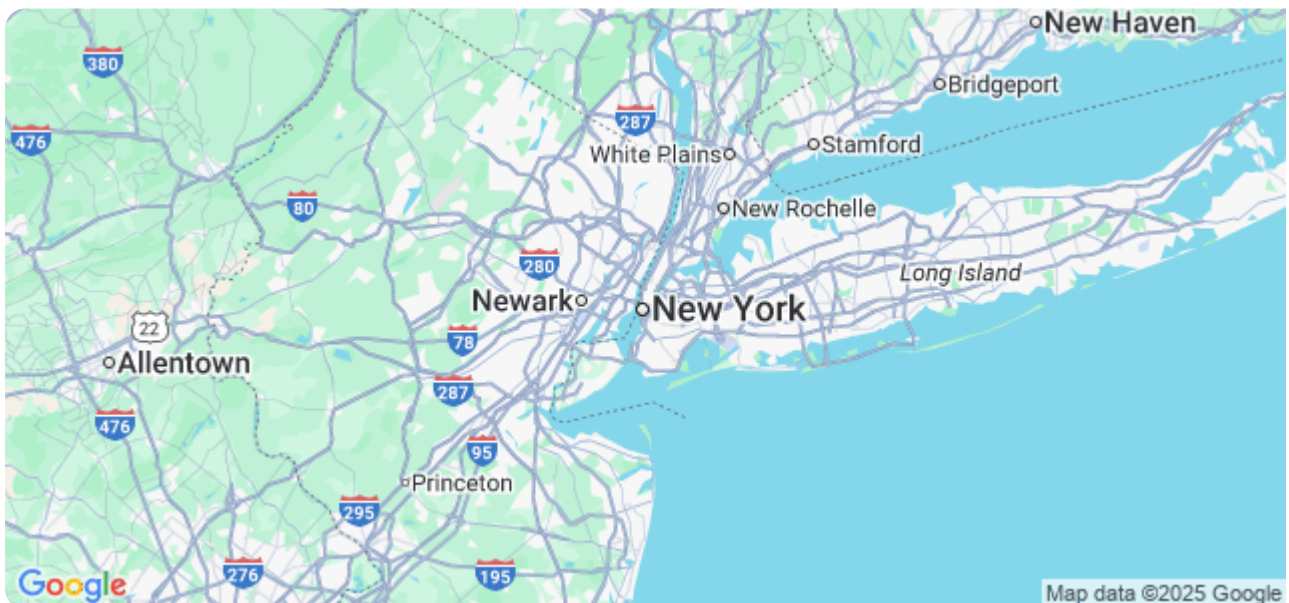
Scheduled Eviction Date (Sheriff)

Enter date...

Estimated Eviction Time

Sheriff/Law Enforcement Department Location

 [Set My Current Location](#)



Eviction Execution

Coordinate with law enforcement for the physical eviction process and property access.

Scheduled Eviction Date

Enter date...

Scheduled Eviction Time

Law Enforcement Meeting Point

 [Set My Current Location](#)



Law Enforcement Officer Signature (Confirmation of Attendance)

Tenant Presence at Eviction

- ☐ Present
- ☐ Absent
- ☐ Unknown

Notes Regarding Tenant Interaction (if any)

Write something...

Photos/Video of Eviction Process (Optional)



Upload File

Property Recovery & Documentation

Document property condition, inventory items, and secure keys/access.

Detailed Description of Property Condition

Write something...

Photos/Videos of Property Condition



Upload File

Items Left Behind by Tenant (Check all that apply)

- ☐ Furniture
- ☐ Personal Belongings
- ☐ Appliances
- ☐ Vehicles
- ☐ Other (Specify)

Description of Other Items Left Behind (if applicable)

Write something...

Property Manager Signature (Confirmation of Recovery)

Date of Property Recovery

Enter date...

Estimated Value of Abandoned Property

Enter a number...

Legal Compliance & Recordkeeping

Maintain detailed records of the entire eviction process for legal protection.


Date of Initial Notice Served

Enter date...

Summary of Tenant Communication Attempts

Write something...

Copies of Initial Notice Documents

 Upload File

Case Number (Court)

Enter a number...

Detailed Notes from Court Hearing

Write something...

Date of Writ of Possession Received

Enter date...

Method of Notice Delivery

- ☐ Certified Mail
- ☐ Personal Service
- ☐ Posting on Property

Property Manager Signature (Confirmation)