

3600 S Yosemite St Suite 828
Denver, Colorado 80237

CLIENT INFORMATION SHEET
(INDIVIDUAL OWNER)

Date: _____

Fax completed form to: Denver 303.766.1181
Colorado Springs 719.227.1181

When completing the form list as much detail as possible. The second contact and additional phone numbers are important, in some instances we need to discuss a case immediately and need to be able to contact you or your representative.

PROPERTY OWNER CLIENT NAME FOR PLEADINGS

PRIMARY PHONE Cell Work Home

EMAIL (you will receive our monthly newsletter and other correspondence)

FAX NUMBER

OTHER EMAIL

SECOND PHONE NUMBER Cell Work Home

COMPANY NAME (If Property is managed by Company or LLC)

COMPANY PHONE IF DIFFERENT FROM OWNER

PRIMARY CONTACT

PRIMARY CONTACT PHONE IF DIFFERENT

2ND CONTACT

2ND CONTACT Cell Work Home

BILLING CONTACT NAME IF DIFFERENT

BILLING CONTACT PHONE

BILLING ADDRESS CITY ZIP CODE

Does your eviction cases concern lease purchase options, land contracts, or subsidized Housing? _____

If property is secure or locked how does process server gain access? _____

Client reviewed policy on billing and sheriff fees? _____ HTSPC Verified by _____

Any Additional information we should know about your properties _____

How did you hear about our firm? _____

FIRM USE ONLY: New Client Entered In Database YES (CIRCLE) DATE _____ CLIENT ID# _____

SHERIFF AND LEGAL FEES POLICY

The policy for Eviction Fees is as follows. Once we have CONFIRMED THE NOTICE AND YOU ARE ASSIGNED A COURT DATE, we immediately begin the processing of the case and you have incurred the fees associated with the case. At this point, you will be invoiced for these Fees. When you call and request a cancellation of a case you will still be billed for the eviction fees because the case has been processed. You will need to collect the Attorney fees from the Tenant as a part of the case settlement.

The sheriff fees are additional charges you will incur when any writ is sent to the Sheriff. No exception given on these fees. The charges from the Sheriff are different in each County and are attached to your new client paperwork. Once you are established as a client we will prepay these fees for you. When the Sheriff issues a final bill to us we will issue you a separate invoice for these fees. Please note sometimes it takes a couple of months for the Sheriff to issue us a final invoice.

If you send a Writ to the Sheriff and you cancel it at least 48 hours prior to the physical move out date the Sheriff will refund part of the Sheriff Fees. Your bill will reflect the reduced amount. There will always be some charge when a writ is sent to the Sheriff.

This Firm does not charge for most eviction trials. If a Defendant answers the case and a Trial is scheduled you and your witnesses must attend the Trial. The Firm reserves the right to charge for any trial or case if it is complicated, lengthy, or otherwise consumes a substantial amount of time. We will notify you in advance of any hourly charges.

Hourly charges apply, for example, if the tenant: (1) pursues a counterclaim after the eviction trial; (2) files an Appeal; (3) moves your case to District Court; (4) hires an attorney; (5) is a family member; (6) alleges work for rent; (7) claims ownership of the property; (8) requests a jury; (9) is a former employee (10) raises a warranty of habitability claim; (11) is involved in medical marijuana use or cultivation; (12) or your tenant files Bankruptcy.

I have read the foregoing paragraph and understand that I will incur hourly attorneys fees at the rate of \$200.00 per hour for the above listed types of cases. _____ Client must initial.

All invoices are due upon receipt. For additional information on our services please visit our website at htspc.com. If you have additional questions please contact our office.

Acknowledged by Client

Date

Client ID # _____
(FOR FIRM USE)