



# Superior Court of California County of San Francisco

## CHECKLIST COURT JUDGMENT UNLAWFUL DETAINER - MONEY DAMAGES

Case # \_\_\_\_\_

1. Is there a CCP 585 (d) Declaration (date \_\_\_\_\_).....Yes No
2. Did Plaintiff sign Declaration.....Yes No
3. If not, who signed Declaration \_\_\_\_\_
4. Is there a written original lease ( date:\_\_\_\_\_ ).....Yes No
5. If no original lease, is there a Declaration of unavailability.....Yes No
6. Is Plaintiff owner of premises or agent of owner.....Owner Agent of owner
7. Was lease signed by defendant's assignor.....Yes No
8. Are premises as exactly described.....Yes No
9. Is agreed rent of \$\_\_\_\_\_ per \_\_\_\_\_ stated.....Yes No
10. Was Defendant served with notice (date) \_\_\_\_\_ .....Yes No
11. Did Defendant fail to comply with notice.....Yes No
12. Does defendant's name, aka's, match name on complaint .....Yes No
13. Are co-defendants (including named DOES) defaulted/dismissed.....Yes No
14. Did Defendant vacate premises (date when vacated\_\_\_\_\_ ).....Yes No
15. Is there a disposition of security deposit/last month's rent of \$\_\_\_\_\_.....Yes No
16. If treble damages requested, are facts attached showing malice .....Yes No
17. Does Rent claimed go further back than one year.....Yes No

**18. RENT**

	Rent Period	Rents Due
Past due-from last payment to expiration of notice	_____	\$ _____
Daily Rent (from expiration)	_____	\$ _____
Credits (list _____)		\$ _____

**TOTAL AMOUNT OF RENT DUE** .....\$ \_\_\_\_\_

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**For Court Use Only**

Date: \_\_\_\_\_

Clerk: \_\_\_\_\_

**19. COSTS:**

**Costs Requested**

**Costs Awarded**

Filing fee	\$ _____	\$ _____
Process server <input type="checkbox"/> Registered or <input type="checkbox"/> exempt	\$ _____	\$ _____
Writ(s)	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
(service of notices is not a recoverable cost unless provided for in the lease form)		
<b>AMOUNT OF TOTAL COSTS AWARDED.....</b>		<b>\$ _____</b>

**20. ATTORNEY FEES:**

Was attorney fees provided for in the lease.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a Declaration if more than schedule.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Amount requested as provided in lease signed by deft.		\$ _____
Amount on principal by court schedule		\$ _____
<b>TOTAL AMOUNT OF ATTORNEY FEES AWARDED</b>		<b>\$ _____</b>

\*\* submit ENDORSED FILED copy of Complaint as per SF Local Rules together with this completed checklist and courtesy copies of all supporting documents

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**For Court use Only**

**Date:** \_\_\_\_\_

**Clerk:** \_\_\_\_\_