

Sample Tenant-In-Foreclosure Intake Questionnaire

1. Bona Fide Status

- a. Related to or friends with the LL?
- b. Home? Townhouse? Building?:
- c. beds/baths:
- d. Amount of rent paid? Receipts kept?
- e. Security Deposit? How much?
- f. Section 8 or other subsidy?

2. Lease

- a. Written lease or oral lease?
- b. Term lease or month-to-month?
- c. When did the term or month-to-month begin? If term, when does it expire?
- d. If a term lease, is there a clause for automatic renewal of the term of the lease?
- e. **Check real property database for owner** and ask whether owner is LL? Or did tenant did deal primarily with agent of LL? If so, who?
- f. Last payment to old LL?

3. History and Building

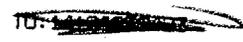
- a. Threat to health or safety presently in the building?
- b. If yes, when did you first notify LL of problems? Action taken?

4. Foreclosure

- a. First learn that LL was entering foreclosure/When was the property foreclosed on? How?
- b. Pre-Foreclosure Sale:
 - i. Have you received any notices about foreclosure? When? What did notices say? (Have them read the notices if there is any doubt)
 - ii. Have you spoken to LL or the firm sending notices about the foreclosure?
 - iii. Do you want to continue living in the property after foreclosure?

- c. Post-Foreclosure Sale:
 - i. Have you received any notice from the new owner or an agent for the new owner or law firm? If yes, please read what it says
 - ii. When/Did you receive a 90-day notice to vacate?
 - iii. When/Did you receive a Motion for Judgment of Possession or Notice of Eviction?
- 5. **Goals:** What are client's goals? Do they want to stay in property for as long as possible? Do they want to move as soon as they can?

Referral Source: Where did you hear about our organization?



IMPORTANT NOTICE

A FORECLOSURE ACTION HAS BEEN FILED AGAINST THE PROPERTY LOCATED AT _____ DRIVE IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY. THIS NOTICE IS BEING SENT TO YOU AS A PERSON WHO LIVES IN THIS PROPERTY.

A FORECLOSURE SALE OF THE PROPERTY MAY OCCUR AT ANY TIME AFTER 45 DAYS FROM THE DATE OF THIS NOTICE. YOU MAY WANT TO CONSULT WITH AN ATTORNEY BECAUSE IF A FORECLOSURE SALE OF THE PROPERTY OCCURS, YOU COULD BE EVICTED EVEN IF YOU ARE A TENANT AND EVEN IF YOU HAVE PAID THE RENT DUE AND COMPLIED WITH YOUR LEASE.

BELOW YOU WILL FIND THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE PERSON AUTHORIZED TO SELL THE PROPERTY. YOU MAY CONTACT THIS PERSON TO FIND OUT MORE ABOUT THE SALE. FOR FURTHER INFORMATION, YOU MAY REVIEW THE FILE IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT. YOU MAY ALSO CONTACT THE MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AT 877-775-0357 OR CONSULT THE DEPARTMENT'S WEBSITE, WWW.MDHOPE.COM , FOR ASSISTANCE.

PERSON AUTHORIZED TO SELL THE PROPERTY:

NAME

ADDRESS

TELEPHONE

DATE OF THIS NOTICE

SENT BY FIRST CLASS AND CERTIFIED MAIL

Date: ___ / ___ / _____

Re: Foreclosure / New Ownership of _____
Street Address City/State Zip

Case Name: _____ . Circuit Court for _____ ,

Case No. _____

This letter is directed to the foreclosing noteholder and/or current owner of the property listed in the case above. I am a *bona fide* tenant on the property under the Protecting Tenants at Foreclosure Act of 2009. Under my lease with the owner or his agent, I have paid _____ per month in rent, and I paid _____ for a security deposit.

The following are among the conditions of disrepair that exist in my unit and common areas:

- Cockroaches, other insects, mice or rats
- Water entry or leakage
- Lead paint
- Defective locks or security problems
- Defective or leaky windows
- Insufficient heat and/or hot water
- Other:

At present, you either are the new owner or will soon likely become the new owner of the property. Please fix these conditions as soon as possible. If I continue to owe rent after ratification of the foreclosure sale, please inform me of who I should pay, including name and address. Also, please inform me of the name and contact information of the person who will be managing the property.

Regards,

[Signature]

[Print Name]

Phone Number: _____