

ERPP – Landlord Intake Form

Purpose: to increase efficiency in delivering the dispute resolution services in ERPP cases. We need your information to: assess the needs for this specific dispute resolution services, provide resource referrals, and prepare each party (confidentially) for the facilitated negotiations about past due rent.

This is protected as a mediation communication under RCW 7.07 and will not be shared with any other parties unless you choose to share it.

This form may be completed when you send us the ERPP Notice Packet OR after we've reached out to you that your Tenant has engaged with our services. Save this form for your records before sending.

1. Name of Person Completing this Form

Date

2. Tenant Name(s)

3. Landlord Representation

Advice and Consultation Only: CDR will be communicating through the landlord only. It will be up to the landlord to communicate with their attorney.

a. Will your attorney be providing services?

Full Representation

Limited Representation (participating in negotiations / mediations only)

Advice / Consultation (no participation in negotiations / mediations)

No attorney participation

b. Full and Limited Representation

Name of Law Firm:

Name of Primary Contact:

Phone:

Email:

c. Who is the primary landlord contact that will be participating in any negotiation / mediation sessions?

Name of Primary Contact:

Phone:

Email:

4. Rental Assistance

a. Application Number, if known:

b. Status of Application Decision?

Approved

Pending

Denied

c. If no applications submitted, please explain why?

d. Has the tenant previously received rental assistance? (Between March 2020 – present)

- Yes, when / how much:
- No
- Not Sure

5. Rental Property

a. How would you prioritize this Case:

- Urgent** (e.g. Tenant ready and willing to begin making payments, rental assistance was denied; will not renew this lease; decline rental assistance due to other noncompliance issues; 12+ months past due)
- High Priority** (e.g. expect rental assistance decision any time now; rental assistance was denied; rent is 8+ months past due)
- Regular Priority** (e.g. less than 3 months past due rent; rental assistance likely and tenant has applied; Tenant and Landlord in communication and waiting for rental assistance decision before scheduling)

b. Approximately, how long has the Tenant(s) lived in the unit?

c. Prior to COVID-19 (March 2020), how has the relationship with this tenancy been working? (e.g. communications, Rent payments, etc.)

d. Please describe, if any, recent non-compliance issues that have caused you to take steps to terminate the lease? (e.g. safety, illegal activities, destruction of property, not following rules, etc.)

e. If more than 1 tenant is on the lease, is there one who has chosen to act as the primary contact for your communications?

Yes, Name:

No

f. Are the tenant(s) still living in the unit? (if not or you have reason to believe they may be moving out, please explain below)

Yes

No, Explanation:

g. Do you have an onsite business center accessible to Tenants (e.g. computers, copy machine, etc.)?

Yes

No

6. CDR Services

- a. If a Conciliation, Mediation / Meet & Confer is needed, what is your general availability for a 1-2 hour session? (e.g. Monday Afternoons, weekday mornings from 8am - noon, etc.)

- b. Has there been any other barriers to communication with this tenancy that would be useful for CDR to be aware of? (e.g. tenant availability, other languages spoken, accommodation needs, etc.)

- c. Is there anything else that you think CDR should know about this tenancy or be aware of that would be helpful in supporting our communication efforts and managing expectations?

7. Optional – Information to be Shared with Tenant(s)

Is there any additional information that you think should be shared with your tenant(s) that would be helpful for them to know and consider before a mediation session occurs?

Note: *CDR may edit this information for clarity before sharing verbally or in writing in a CDR communication to the tenant(s).*

8. Document Submission

If this form was sent to you directly by an ERPP Specialist please return it to the ERP Specialist, otherwise please Include this completed form with your initial ERPP Notice Packet to Solvelt@CenterForResolution.org . Save this form for your records before sending. If you have any additional questions, please reach out to us.