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Eviction Notice Response Checklist

A notice is not an eviction. You usually have time and options, but deadlines are short. Work through this list the day you get the notice.

Name: _____ Date: _____ Case/claim no.: _____

Read the notice

- [ ] What kind of notice is it (unpaid rent, lease violation, end of lease)?
- [ ] What is the deadline, and how are days counted?
- [ ] What amount is claimed, and is it correct?
- [ ] How was it delivered?
- [ ] Does it meet your state's notice requirements?

Respond

- [ ] If it is for rent and you can pay, pay in full before the deadline and get a receipt
- [ ] Communicate with the landlord in writing and keep copies
- [ ] Apply for local emergency rental assistance
- [ ] Gather your lease, rent receipts, bank records and repair requests

If court papers arrive

- [ ] Note the deadline to respond and the hearing date
- [ ] File a written answer if your court requires one
- [ ] Prepare defenses, such as improper notice, payment or retaliation
- [ ] Go to the hearing on time with your documents
- [ ] Contact legal aid or a tenant lawyer immediately

Know your rights

- [ ] Only a court can order an eviction
- [ ] Lockouts, removing belongings or shutting off utilities to force you out are generally illegal
- [ ] Evicting a tenant for complaining about conditions may be illegal retaliation

Tips

- Missing the court date usually means losing by default.
- Ask the court about mediation or payment agreements.

Official resources

ABA Free Legal Answers
https://abafreelegalanswers.org/

Notes