



Tschetter Sulzer

ATTORNEYS & COUNSELORS AT LAW

3600 South Yosemite Street, Suite 828
Denver, CO 80237

CLIENT INFORMATION SHEET (MULTI-FAMILY PROPERTY)

Date: _____

Name(Plaintiff) For Court Filings – Landlord as listed on Lease
Is One Possible Option – Plaintiff Name Must
be registered with the Colorado
Secretary of State ***DO NOT LEAVE BLANK

Management Company Name

Does Community have Commercial Tenants?
Yes _____ OR No _____

Name of Apartment Community

County where Community located

Community Address/es _ Not The Mailing Or Office Address Of Community need Street Address Range & Street Names

Please note Primary and Secondary Contact Phone Numbers Important but they will show up on any Writ of Restitution sent to the Sheriff and your Resident could see your phone number.

First Contact Name & Title

Primary Contact Phone #

First Contact Email

Primary Contact Mobile #

Second Contact Name & Title

Second Contact Phone #

Second Contact Email

Second Contact Mobile #

BILLING CONTACT NAME

BILLING PHONE #

PICK ONLY ONE

Email for invoicing: _____

OR _____ Name of Third Party to invoice and invoice isn't emailed or mailed (e.g. OPS or Vendor Café, _____)

***Please note if Third Party invoicing that isn't emailed or mailed - the standard eviction rate may be higher

OR
Mailing Address for Invoices: _____

HUD Model Lease _____ Y or N. LIHTC _____ Y or N. Other Subsidy Program? _____ (Name)

Our process servers MUST get to Resident(s) Front Door & Access will be needed outside of normal business hours.
If access restricted please provide access code _____ OR FOB needed _____ OR keys to gain access _____.

FIRM USE ONLY: (Updated In Database) DATE _____ CLIENT ID# _____ FED Rate _____