



Housing Counseling Services, Inc.

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LANDLORD/TENANT DISPUTE CLIENT DOCUMENTATION CHECKLIST

IF YOU ARE HAVING A PROBLEM WITH YOUR LANDLORD: HCS can assist you to learn your rights and responsibilities as a tenant, resolve your problem with your landlord, ensure that your apartment meets housing code requirements, respond to improper rent increases or evictions.

In order to assist you in resolving your landlord /tenant dispute, please bring the following documents to your appointment:

- _____ A copy of your lease
- _____ All written correspondence received from your landlord
- _____ All legal notices received
- _____ A list of problems in your apartment
- _____ Photographs of housing code violations (if available)
- _____ Any other document which is pertaining to your personal situation
- _____ Your counselor may request additional documents once she/he meets with you
- _____ Copy of Driver License, Non driver's ID card, Passport, or other official picture ID
- _____ Other documents