



PHILADELPHIA MUNICIPAL COURT

First Filing Unit

1339 Chestnut Street, Room 1000

PHILADELPHIA, PA 19107

215-686-7988/2901

Instruction Sheet for the Landlord and Tenant Form

The Landlord and Tenant Form must be typed. In completing the form please note the following:

1. You must have the full names and street addresses for all parties. No initials such as Mrs., Mr., ect., are acceptable.
2. The plaintiff must be the owner of the property, an agent can be listed. The owner can not list a P.O. Box as their address in Philadelphia, we require a physical address.
3. Complete the affidavit of non-military page that follows the Landlord and Tenant form for each individual defendant. This is not required if the defendant is a business or organization.
4. Include with your complaint a copy of the Notice to Vacate, all the current Housing Inspection license and all Housing Inspection licenses covering the time for which rent is requested, the Certificate of Rental Suitability, PHL Rent Assist/Eviction Diversion questionnaire and Lease if available.
5. Include with your packet a stamped envelope addressed to the defendant for us to send a copy through first class mail.
6. To determine the fee associated with your claim refer to the fee schedule.
7. All complaints are filed on the fifth floor of 1339 Chestnut Street, Philadelphia, PA 19107. Please mail your complaint to this address with attention marked to the First Filing Department. Include a self-address stamped envelope with your filing, so that we may send you the hearing information. Once we file the case it will become viewable through the website <https://fjdclaims.phila.gov> . You can create a Case Participant account to monitor your case. Instructions will be provided in your Plaintiff's pack which will be mailed to you once your claim is processed.
8. For Corporations to file, only an executive officer may sign the form. The executive officer that files the complaint is expected to appear in Court, unless they complete an Appointment of Authorized Representative Form. When a corporation files a complaint, they must include documentation to certify the position of the executive officer. We can accept minutes of a meeting, articles of incorporation, or a signed tax return. Only the President, Vice President, Secretary, or Treasurer has the authority to sign and appear for the corporation unless an authorized representative form is completed.
9. Before mailing any complaint to our office it is recommended that you contact us and verify that all your documents and fees are in order.



COMMONWEALTH OF PENNSYLVANIA
 THE PHILADELPHIA MUNICIPAL COURT
 1339 CHESTNUT STREET, 10TH FLOOR
 PHILADELPHIA, PA 19107
 PATRICK F. DUGAN, PRESIDENT JUDGE

LT	
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Plaintiff:	Defendant:
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<p>Section I</p> <p>Plaintiff states that he/she/it owns the real property.</p> <p>The lease is: <input type="checkbox"/> written <input type="checkbox"/> attached <input type="checkbox"/> lost <input type="checkbox"/> oral</p> <p>Commencing on: <input style="width: 150px;" type="text"/></p> <p>For a term of <input type="checkbox"/> Month to Month <input type="checkbox"/> Year or More</p> <p><input type="checkbox"/> Other <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential</p>	<p>Property Address:</p> <p>Street 1 <input style="width: 150px;" type="text"/></p> <p>Street 2 <input style="width: 150px;" type="text"/></p> <p>City/State/Zip Code <input style="width: 150px;" type="text"/></p>
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Section II

Plaintiff states that he/she/it is in compliance with Section 9-3902 of the Philadelphia Code by having a valid Rental License at the time of filing this complaint.

The Effective Date of the license is and its Expiration Date is

Plaintiff states that he/she/it had or has a Rental License for each month for which he/she/it is seeking unpaid rent in paragraph IX and that a copy of each applicable Rental License is attached.

License- Effective Date Expiration Date

License- Effective Date Expiration Date

Section III

Plaintiff states that he/she/it is in compliance with Section 9-3903 of the Philadelphia Code as a result of having provided the tenant with a Certificate of Rental Suitability and a copy of the City of Philadelphia Partners for Good Housing Handbook prior to the first month for which he/she/it is seeking unpaid rent in paragraph IX and the Certificate of Rental Suitability that was provided was issued by the Department no more than sixty days prior to the inception of the tenancy. A copy of any Certificate of Rental Suitability provided to the tenant is attached.

Certificate- Date Issued by Department Certificate- Date Issued by Department

Certificate-Date Issued by Department Certificate-Date Issued by Department

Plaintiff states that he/she/it was not required to provide the tenant with a Certificate of Rental Suitability and a copy of the City of Philadelphia Partners for Good Housing Handbook because the lease at issue predates September, 2011, a rental license is not required or the tenant is a member of the owner's family.

Section IV

Plaintiff states that the leased property: was built before March of 1978 or was built in or after March of 1978;

is not or is a residential property developed by or for an educational institution for the exclusive use and occupancy by that institution's students;

is not or is owned or subsidized by the Philadelphia Housing Authority or its subsidiaries, or privately owned and leased under the Housing Choice Voucher Program; and

has or will have or has not had and will not have a child aged six or younger reside there.

The lease is effective from: December 21, 2012 to the present prior to December 21, 2012.

Section V

I have or have not provided the defendant with a valid certification prepared by a certified lead inspector stating that the property is either lead free or lead safe.

Section VI

Plaintiff states the subject premises is fit or unfit for its intended purpose.

Plaintiff states that he/she/it is unaware of any open notice issued by the Department of Licenses and Inspections ("Department") alleging that the property at issue is in violation of one or more provisions of the Philadelphia Code.

Plaintiff states that he/she/it is aware of one or more open notices issued by the Department alleging that the property at issue is in violation of any provision of the Philadelphia Code.

Explain why you have not repaired the violations:

Section VII

Plaintiff states that a notice to vacate the subject premises by was given to the defendant on
A copy of the notice is attached.

No notice is required under the terms of the lease.

Section VIII

The defendant is in possession of the property and refuses to surrender possession of the property.

The defendant surrendered possession of the property on:

Section IX

Plaintiff demands a judgment that provides the plaintiff with the rights to use lawful process to regain possession of the property and/or a monetary amount itemized based on the following:

Nonpayment of amounts due under the lease, for months, from (month), (year) to and including (month), year).

Itemize past due rent and fees below. Be specific. Past due balance is unacceptable.

Rent:
Late Fees:
Gas:
Electric:
Water/Sewer:
Attorney's Fees:
Other:

Subtotal:

Court Costs:

Total:

B. Termination of the term C. Breach of condition(s) of the lease other than nonpayment of rent

D. Damages to the premises or plaintiff's personal property. (If you are requesting payment of damages, select "A Nonpayment of amounts due..." checkbox and summarize in the table, including any amounts under "Other".)

Damages to the premise or plaintiff's personal property are as follows:

E. Other:

Section X

Plus ongoing rent in the amount of from the date of the filing of this complaint to the date of the hearing of the merits on this matter.

Filing Party: Please specify below your name, address, attorney identification number (if applicable), telephone number and email address.

I am a plaintiff in this landlord tenant action. I hereby verify that I am authorized to make this verification and that the facts set forth above are true and correct to the best of my knowledge, information and belief. I understand that this verification is made subject to the penalties set forth in 18 Pa. C.S. § 4904, which concerns the making of unsworn falsifications to authorities.

X

Plaintiff/Attorney

SUMMONS TO THE DEFENDANT:

You are hereby ordered to appear at a hearing scheduled as follows:

LOCATION (SITO):

1339 Chestnut Street,
6th Floor
Philadelphia, PA 19107

Hearing Room:

CITATION:

Al demandado por la presente, usted esta dirigido a presentarse a la siguiente:

DATE (FECHA):

TIME (HORA):

NOTICE TO THE DEFENDANT: YOU HAVE BEEN SUED IN COURT. PLEASE SEE ATTACHED NOTICE.

NOTA IMPORTANTE PARA EL ACUSADO: USTED HA SIDO DEMANDO EN CORTE: POR FAVOR MIRA PAPELE ESCRITA.

The Philadelphia Municipal Court

LT	
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AFFIDAVIT OF NON-MILITARY SERVICE

State of Pennsylvania:

: ss.

County of Philadelphia:

_____, being duly sworn according to law, deposes and says that he/she (is) (represents) the Plaintiff(s) in the above entitled case; that he/she is authorized to make this affidavit on behalf of the plaintiff(s); and that the above-named Defendant(s) is (are) _____ years of age; the address of the defendant(s) is:

_____;

Occupation of defendant(s) is _____;

and Defendant is not in the Military Service of the United States, nor any State or Territory thereof or its allies as defined in the Soldiers' and the Sailors' Civil Relief Act of 1940 and the amendments thereto.

<p>COMMONWEALTH OF PENNSYLVANIA</p> <p>COUNTY OF PHILADELPHIA :SS</p> <p>I, _____</p> <p>DEPOSE AND SAY THAT THE FACTS SET FORTH IN THIS COMPLAINT ARE TRUE AND CORRECT AND ACKNOWLEDGE THAT I AM SUBJECT TO THE PENALTIES OF 18 P.S. 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES.</p> <p>_____</p> <p>SIGNATURE—PLAINTIFF/ATTORNEY</p>
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PHL RENT ASSIST PROGRAM/ DIVERSION PROGRAM

Attention Landlord Tenant Filers:

When filing a landlord tenant complaint, answer the following questions below and submit this with each of your landlord tenant filings.

Name: _____

Has the owner of the property filed for the rental Assist Program thru the PHL Rent Assist Program?

____ Yes ____ No

If the owner of the property did file, provide the date of the filing: _____ (Date)

Indicate the status of your application in the program below:

Has the tenant participated in this program?

____ Yes ____ No

Did the tenant initiate the filing for the Rental Assistance?

____ Yes ____ No

If you have any documentation to support the filing of the Rental Assist Program, please attach with your filing.

Signature: _____

ACKNOWLEDGMENT OF DOCUMENT REVIEW

Read the following acknowledgments to ensure that you are satisfied with the filing, the wording in the Landlord-Tenant Complaint form and that you agree that all personal information has been removed from each and every document used in your filing as our docket is available for public viewing.

1. You agree that you have read the entire filing and agree with the wording, terminology and content.
2. You agree that all of the names, addresses (including suite, apartment numbers and floors) and any other information in the caption block are correct.
3. You agree that it is your responsibility to remove all personal information that is shown on any form used in the filing. This includes information pertaining to you, any party named in the filing and any other individual who has information included in the documents submitted as evidence. This information includes, but is not limited to, **phone numbers, account numbers, social security numbers, routing numbers, bank accounts and tax information.**
4. You have submitted, if available, your email address and cell phone number in case you need to be contacted by the court regarding the filing.

By signing this form, you agree that you have read the document in full, have been given the opportunity to revise your filing and/or to ask any questions regarding the filing process.

Filer: _____ **Date:** _____

Court Representative: _____



PHILADELPHIA MUNICIPAL COURT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

General Affidavit for Municipal Court Rule #109

I, _____, depose and say that the facts set forth in this affidavit are true and correct and knowledge that I am subject to penalties of 18 P.S. 4904 relating to Unsworn Falsification to Authorities.

Signature

I affirm that the name of the Defendant _____ is the only one known. I have made a reasonable investigation and this is the only known name.

An invoice or statement of account is not available for the reason that _____

The contract or writing upon which this claim is based is not available because _____ and a statement of the pertinent portions or substance of the writing is attached.

This claim involved repairs and I do not have an estimate to repair or a repair bill and I have stated the reasons for this in the complaint.

A copy of the lease is not available for the reason that _____

The license is not attached.

A copy of the notice to quit is not available for the reason that _____

The particulars of the notice are as follows:

Date the notice was sent to Tenant _____

Date Tenant was given to move by was _____

How as the notice served on the Tenant _____

Reason given to the Tenant in the notice (what was the breach of the lease, etc.) _____



The Municipal Court complies with the Americans with Disabilities Act, which requires that all Court services and facilities be accessible to persons with disabilities on an equal basis to those without disabilities. If you have a disability and require reasonable accommodations to file a claim, participate in Municipal Court proceeding, or use any service provided by the Court, please call 215-686-7986. Requests for reasonable accommodations must be made at least three business days before any hearing, or within three business days after service (delivery) of the Notice of Hearing, whichever is later.

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215-686-7988/2901

HOW TO FILE USING AN APPOINTMENT OF
AUTHORIZED REPRESENTATIVE
FORM

Before coming to file using this form, please call to verify it has been completed correctly.

General Description:

This form allows someone that has personal knowledge about the facts and circumstances of the case to act on the true filer's behalf in several court procedures. These include filing of the original case, participating in mediation, testifying at trial, and filing a petition to open a default judgment. The Authorized Representative is the person that is filling in for the Appointing Individual. It does not allow the Authorized Representative to file a petition to extend the 180 rule. This form does not allow the Authorized Representative to execute on the judgment, including the filing of any writs after the hearing.

Explanation:

If the correct boxes are not checked off by the Appointing Individual, we cannot accept the form. We cannot accept a form that appears to have been altered in any way. A separate form is required for each case to be filed. You must provide us with the original form entirely completed and signed by the Appointing Individual at the time of filing. We cannot accept a faxed copy of this form in any circumstance. Each person being represented must complete a separate form even if it's for the same case. Keep in mind, the person coming into file is known as the "Authorized Representative" and the person who is not coming in is known as the "Appointing Individual."

In cases for corporations and other instances other than individual representation:

The name of the "Appointing Individual" is an Executive Officer of the corporation and the "Name of the Party" is the corporation. Be sure to check the boxes following that line accordingly. Other types of business entities require the proper boxes to be checked off. If you have further questions, please call before coming into file.

Note:

If you're filing a Landlord Tenant complaint and the property has multiple owners, each owner must complete a separate AARF appointing a single Authorized Representative. This also applies to property owned by both a husband and wife; each spouse must fill out their own forms or complete the same form both sharing the same lines for their names.

The Authorized Representative Form cannot be used to file petitions to Open Default Judgments for Code Enforcement cases that involve fines. Call our office for clarification.

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____



PHILADELPHIA MUNICIPAL COURT
1339 Chestnut Street, Room 1000
PHILADELPHIA, PA 19107

PATRICK F. DUGAN

PRESIDENT JUDGE

E-MAIL AFFIDAVIT

I, _____, being the Plaintiff/Defendant in claim number _____,
(Print Name)

Hereby give my permission to receive notice of future docket updates via the following e-mail address:

_____.

I understand by signing this affidavit I will no longer receive such updates via regular mail. I also understand that

signing this affidavit in no way waives Pennsylvania law and/or Pennsylvania/Philadelphia Court procedures

regarding service for legal filings on this claim.

PLAINTIFF/DEFENDANT SIGNATURE

DATE