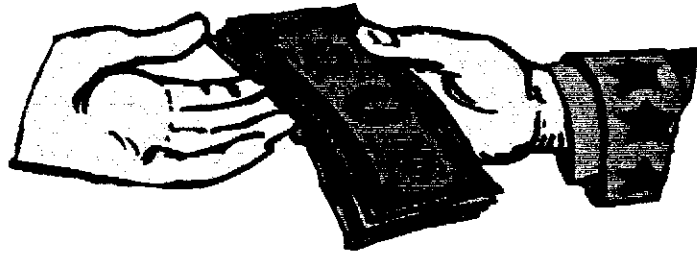
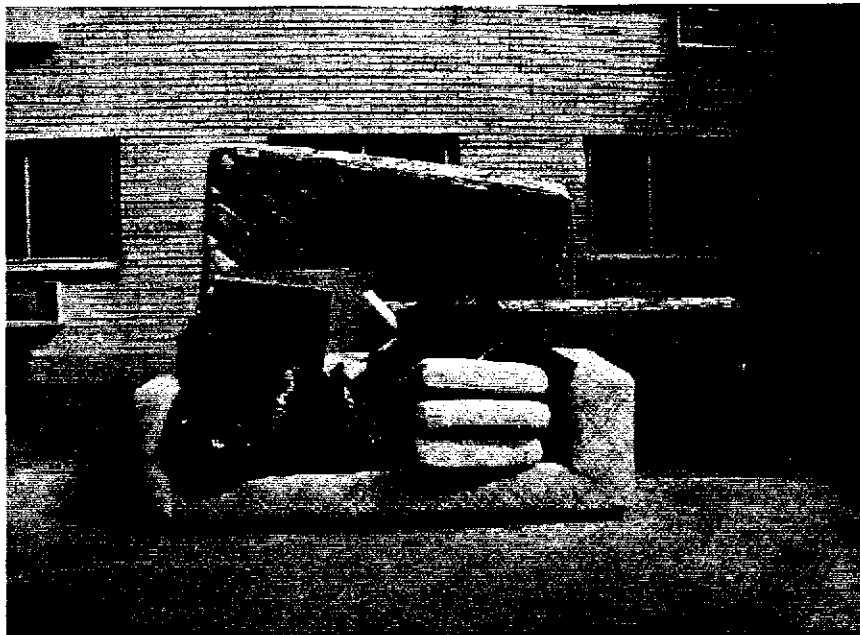


No Pay....



No Stay!!!



Julie Eckard
GE-JE Properties
356-6010

EVICCTIONS

Notices:

- 30 Day:** Given to the tenant to terminate the lease in 30 days. Used at the end of the lease or for a month-to-month tenant.
- 10 Day:** This is for lease violation. It gives the tenant 10 days to correct the violation or they are to move out in 10 days.
- 5 Day:** Is for non-payment of rent. The tenant has 5 days to pay the past due rent in full or vacate the unit.
- 5 Day:** Special 5-day notice from the states attorney. This is used if the tenant had committed a crime on the premises (i.e. drugs, rape etc.)

All notices need to be served in person, preferably to the tenant. They can be left with someone else residing in the apartment over the age of 13, remember to get their name.

If the tenant does not comply with the notice the next step is to go the Circuit Clerks office to file the papers for the eviction. This is done on the day after the notice is due (example a 5-Day served on the 6th gets filed on the 12th).

Circuit Court Clerk:

The clerk's office is located at 18 N County St Waukegan. The office is in the lower level, off Washington Street.

Complaints and **Summons** are located in the middle of the room.

File out 4 copies of the **Complaint** and 5 copies of the **Summons**. Bring a copy of the lease (if applicable) and a notarized copy of the notice for the file.

The fee for regular eviction cost \$87 for the filing and \$4 for the notary. The Clerk only takes business checks, cash or Discover card. *No personal checks.*

Serving the papers:

The clerk will return several of the papers to you. Keep one of each for your records. The rest of the papers need to be served by a professional process server. This can either be the Lake County Sheriff or a private service company (they must be a licensed or registered private detective).

The tenant must be served at least 3 days before the court date

Going to court:

The courtroom is located at the Babcox Justice Center 20 S County Street. (Parking is located just south of Water St. on County). The courtroom is located on the second floor.

Bring the following things to court:

1. **Proof of Service** – this is the paper you will receive from the process server that tells the court who received the Summons for the court date and a copy of the Summons. (Make a copy of the Proof of Service for your records)
2. **Statement showing past due balance.**
3. **If it is a 10-day notice – proof of violation.**

Fill out the **Order** leaving the dollar amount and the stay date blank before court starts (ask the Bailiff where the forms are located). The judge will give the tenant a date they need to be out of the unit (stay date) and will give you a judgment amount for the notice. Fill out the rest of the Order and hand it to the Judge. He will sign it and give it to the clerk. If the eviction is after the end of the month ask the Judge for the additional rent. Court cost are included in the judgment. The clerk will return 2 copies of the order to you. If the tenant is present give them one copy.

After Court:

Take the Order to the clerks office to be certified, it cost \$4. Take it to the Sheriff's department (25 S Utica) for an actual eviction date. (Ask the Clerk or Sheriff for a copy of the Order so you can keep a copy). The Sheriff's fee varies based on location of the eviction. They will post the Order and the Eviction Notice on the tenant's door.

Physical Eviction:

If the tenant is still in possession of the unit on the day the Sheriff is supposed to come out you need at lease 3 people to remove the tenant's possessions. The other things you will need are garbage bags and plastic drop cloths. The Sheriff's job is to watch you and your helpers. They don't do the moving. Once the Sheriff leaves the items left are up for grabs, however they cannot be toss in the trash for 24 hours.

What if you cannot get the tenant served?

Go to court on the appointed date and time with paperwork from the server that they were unable to serve the tenant. Ask the Judge for an **Alias Summons**. He will assign a new court date. Usually, it is for the next week. Go to the Clerks office and fill out the Summons paperwork again with the new court date and put the word **Alias** before the word **Summons** on all the paper work. Pay the clerk \$4 and give the new papers to your server.

Still can't get them?

Go to court on the appointed date and time with paperwork from the server that they were still unable to serve the tenant. Ask the Judge for a **Summons by Posting**. He will again give you a new court date. Go back to the Clerks office. The clerks have the forms for posting. Fill out the form, pay the fee and give the forms to the server.

Tenant ask for trial:

Don't panic. Most of the time it is just a delay tactic. The tenant has to prove that they paid the rent if it is for 5-Day notice. Bring your tenant statement, copies of checks, and/or rent receipts. If you are evicting for a lease violation the burden of proof is on you. Bring witnesses, photos; what ever will prove your case.

If the tenant asks for a trial because Prairie Legal told them to, get a lawyer!

Tenant pays in full before court date:

Go to court on at the appointed date and time. Fill out the Dismissal Order, check the "dismissed without prejudice" line. If you do not go to court, the clerk will dismiss the case after a period of time.

Reading list for landlords:

Every Landlord's Legal Guide Nolo Press List \$44.95
By: Marcia Stewart & Attorneys Ralph Warner & Janet Portman

Landlords' Rights & Duties in Illinois Sphinx Publishing List \$19.95
By Diana Brodman Summers & Mark Warda Attorneys at Law

Landlording A Handymanual for Scrupulous Landlords and Landladies Who Do It Themselves Express Publishing List \$23.95
By Leigh Robinson

If you have internet access look for these books at www.evenbetter.com this site will give you a list of all the online bookstores' prices. It list the stores by price (including shipping) and shipping time. It's a great way to comparison shop for things.

Internet sites:

mrlandlord.com Mr. Landlord

landlording.com Landlording

AptBiz.com A virtual community for the rental housing industry

cisdata.com credit reports

mcn.net legal forms

idoc.state.il.us Illinois Dept of Corrections

nolo.com Nolo Self Help Law Center

Coming soon!

irpoa.com Illinois Rental Property Owners Association

lcaoa.com Lake County Apartment Owners Association

30 Day Notice of Termination of Tenancy

To Mr. & Mrs. Tenant

You Are Hereby Notified, That I have elected to terminate your tenancy by virtue of which you now occupy, as my tenant, the apartment and premises known and described as follows, to-wit: 123 Main Street, Anytown, IL

An unfurnished one bedroom apartment on the first floor.

together with all wood-sheds, out-buildings, garages and barns belonging thereto, situated in the CITY of Anytown County of Lake and State of Illinois.

And You Are Hereby Further Notified, To quit and deliver up the possession of said premises to me at the end of the present term, provided thirty days intervene, otherwise at the end of the monthly term, which commences next after the service of this notice.

DATED this 1st day of August A. D. 19 2000

Landlord

By _____
Agent

STATE OF ILLINOIS,

AFFIDAVIT OF SERVICE—When served by a person not an officer

COUNTY

Ms. Gardland

being duly sworn, in his oath deposes

and says that on the 1 day of August A. D. 2000 he served the within notice by delivering a copy thereof to the within named Mr. Tenant

(*) by leaving the same with

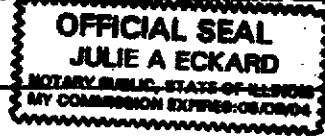
a person above the age of twelve years, residing on, or being in charge of the premises.

(**) by posting the same on the premises, no person being in actual possession thereof.

Subscribed and sworn to before me this

1 day of August 2000

Julie A Eckard



NOTE—Items (*) or (**) in accordance with facts of service.

No.
30 Day Notice of Termination of Tenancy

vs.

Received a copy of the within notice this day of 19

Served the within notice on the within named tenant by delivering a copy thereof to

a person of the age of 12 years or upwards, residing on, or being in charge of the within described premises.

Consent:

**NOTICE OF EVICTION FOR VIOLATION OF AGREEMENT
AND/OR THE LAW**

To: Loud Tenant
123 Any Street
Waukegan, IL 60085

Your are notified that you have seriously violated your agreement with me and/or your duties under the law. The violation(s) are set out specifically as follows: Not conducting family, friends, guest or visitors in a manner, which will not disturb others or give rise to their complaints.

If you do not remedy the violation(s) listed above within 10 DAYS after the date you received this notice, your tenancy will be terminated in not less than 10 DAYS, and you must move. Failure to remedy the violation(s) listed above will mean you must move. Failure to remedy the violation(s) listed above will mean you must leave by the 15th day of August, 2000.

If you have not remedied the problem(s) and have not moved by the date listed above, a lawsuit will be filed to evict you. If you remedy the problem(s) within 10 DAYS, you may stay.

Landlord

Receipt:

I received this notice on the _____ day of _____, 200__ at _____ am/pm.

Tenant

STATE OF ILLINOIS)

) SS.

AFFIDAVIT OF SERVICE

COUNTY OF LAKE)

Wonderful Orchards, being duly sworn, on oath deposes and says that on

the 5 day of August, 2000 he served the within notice on

the tenant named therein, as follows:

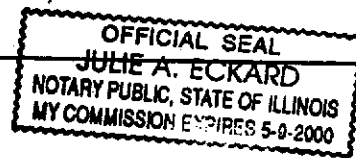
(1) by delivering a copy thereof to the within named tenant, Pat E. Arnold.

(2) by delivering a copy thereof to _____
a person above the age of thirteen years, residing on or in charge of the within described premises.

Subscribed and sworn to before me this

5 day of August, 2000)

[Signature])
Notary Public



CAUTION: Consult a lawyer before using or acting under this form. Neither the publisher nor the editor of this form
wishes any liability with respect thereto, including any liability of merchantability or fitness for a particular purpose.

LANDLORD'S FIVE DAYS' NOTICE

To Deadbeat Tenant

You are hereby notified that there is now due the undersigned landlord the sum of \$600.00
Six Hundred Dollars and 00 Cents,
being rent for the premises situated in the City of Waukegan, County of Lake
and State of Illinois, described as follows, to wit: 123 Any St. Apt 201, An unfurnished
One bedroom apartment on the second floor.

together with all buildings, sheds, closets, out-buildings, garages and barns used in connection with said premises.

And you are further notified that payment of said sum so due has been and is hereby demanded of you, and that unless payment thereof is made on or before the expiration of five days after service of this notice your lease of said premises will be terminated Upon said 5 days.

Mr or Mrs Wonderful Landlord is hereby authorized to receive said rent so due, for the undersigned.

Only FULL PAYMENT of the rent demanded in this notice will waive the landlord's right to terminate the lease under this notice, unless the landlord agrees in writing to continue the lease in exchange for receiving partial payment.

Dated this 6 day of April, 19 99

Wonderful Landlord
Landlord

By _____
Agent or Attorney

STATE OF ILLINOIS } SS.
COUNTY OF _____

AFFIDAVIT OF SERVICE - When served by a person not an officer.

Wonderful Ormsted being duly sworn, on oath deposes and says that on the 6 day of March, 1999 he served the within notice

on the tenant named therein, as follows:

(1) by delivering a copy thereof to the within named tenant Donald Tenant

(2) by delivering a copy thereof to _____

a person above the age of fifteen years, residing on or in charge of the within described premises;

(3) by sending a copy thereof to said tenant by registered mail, with request for return of receipt from the addressee.

(4) by posting a copy thereof on the main door of the within described premises, no one being in actual possession thereof.

Subscribed and sworn to before me this

6 day of March, 1999
Julie A. Eckard
Notary Public



*Strike out all paragraphs not applicable.
**Strike out word not applicable.

No. _____

FIVE DAYS' NOTICE

vs.

Served the within notice by delivering a copy thereof to the within named:

this _____ day of _____ A. D. 19____

Fees	-	-	\$
Mileage	-	-	\$
Service	-	-	\$

GEORGE E. COLE*
ILLINOIS

YOUR RENT IS LATE

THIS IS A SERIOUS MATTER

This notice is the first step in a legal process to collect the rent. Remember it is your responsibility to have your rent in by the 1st.

Every day that passes increases the cost to get current. I would like to remind you the terms of your lease.

1. You are already responsible for a \$60 late payment fee. Late charges must be paid. Unpaid late charges will be deducted from your security deposit. Once your deposit is used we will expect a new security deposit to be made.
2. This is a five-day notice.
 - A. Five days later, if the rent is not paid, a court day will be obtained. If a court date has been assigned it will cost about \$200 in legal fees + Late Charge + Entire Rent.
 - B. If you are on Section 8 this Five Day Notice will be sent to your caseworker on the fifth day.
 - C. If you wait until the court hearing or agree to pay under court decree additional fees may be added. To get current you must pay ALL rent due plus fees. Court decrees and settlements are sent to the National Tenant Bureau and other computerized reporting services. Judgments will be garnished from your wages.

We appreciate that times may be tough for you. Partial payments show good faith on your part. We still, however, have to follow our rules and the above timetable. Late charges will be collected in full even if a partial payments are made.

Sincerely,

Julie A. Eckard

**ORGANIZATIONS THAT MAY HELP
THOSE UNABLE TO PAY RENT**

Catholic Charities of Lake County	671 S Lewis Ave Waukegan	847-249-3500
Waukegan Township	S. Genesee St & Lake Waukegan	847-244-4900
Salvation Army	404 S Butrick Waukegan	847-336-1880
Veterans Assistance Comm* *must be US military Vet	18 N County Waukegan	847-360-6370
Christian Outreach of Lutherans	658 Grand Ave Waukegan	847-662-1340
Lake County Community Action Project	106 S Sheridan Waukegan	847-249-4330
Lake County Public Aid	3235 Belvidere Waukegan	847-336-1880
United Way of Lake County	2020 O'Plain Rd Libertyville	847-816-0063
Zion Township	2800 Sheridan Zion	847-872-2811

IN THE CIRCUIT COURT FOR THE ...
... COUNTY, ILLINOIS

To: _____

VS.

LANDLORD'S 5 DAY NOTICE TO QUIT

YOU ARE HEREBY NOTIFIED, that in consequence of your default for:

- Use of premises for the purpose of unlawful possessing, serving, storing, manufacturing, cultivating, delivering, using, selling or giving away controlled substances or for permitting the premises to be used for such purposes (740 ILCS 40/11).
- Being charged with having committed an offense on the premises constituting a CLASS X Felony (765 ILCS 705/5).

on the premises no occupied by you, being the _____

No. _____, otherwise described as _____

you have elected to terminate your lease, and you are hereby notified to quit and deliver up

possession of the same to _____

within FIVE days of this date.

Dated at _____ this _____ day of _____ 19____.

Landlord

By _____
Agent

**AFFIDAVIT OF SERVICE - When served by a person not an officer
STATE OF ILLINOIS County of . . .**

_____ being duly sworn, on oath deposes and says
that on the _____ day of _____ 19____, he/she served the within
notice:

- a. By delivering a copy thereof to the within named _____.
- b. By leaving a copy of the same with _____ a
person above the age of 12 years, residing on, or being in charge of the within
described premises.
- c. By posting a copy of same on the premises, no person being in actual
possession thereof.

SUBSCRIBED AND SWORN to before me this

_____ day of _____ 19____

Notary Public

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE 19TH JUDICIAL CIRCUIT
LAKE COUNTY

Wonderful Landlord
vs. Plaintiff
Deadbeat Tenant
Defendant
No. Clerk will assign #

COMPLAINT IN FORCIBLE ENTRY AND DETAINER

Wonderful Landlord, plaintiff,
alleges that she is entitled to possession of the following-described premises, situate in the
City of Waukegan, Lake County, Illinois, to wit: 123 Anystreet Apt 201
that the defendant unlawfully withhold possession thereof from plaintiff, and furthermore is
indebted to said plaintiff for rent of said premises in the sum of \$ 500 :
Wherefore, plaintiff pray judgment against the defendant for possession of said described premises,
and for the sum of \$ 600 and costs of suit.
Dated April 12, 1999

Plaintiff or Attorney for Plaintiff
Your address
Address

AFFIDAVIT OF RENT DUE

Wonderful Landlord,
being duly sworn, on oath says that she Wonderful Landlord, the plaintiff
in the within cause, that the demand of the plaintiff in said cause is for possession of the said premises and rent
therefor for the months of April
and that the amount due to the said plaintiff from the defendant in said cause after allowing to said
defendant all just deductions, credits and setoffs, if any, is \$600 Dollars and 00 Cents.



Signed and sworn to before me
April 12, 1999
Julie A Eckard
(Clerk of the Circuit Clerk -- Notary Public)

171-29 1/82

NEED 4 COPIES

STATE OF ILLINOIS)
) SS
COUNTY OF L A K E)

IN THE CIRCUIT COURT OF THE NINETEENTH
JUDICIAL CIRCUIT, LAKE COUNTY, ILLINOIS

Wonderful Landlord)
_____))
 vs.) GEN. NO. 09LW12345
_____))
_____))
Deadbeat Tenant)
_____))

O R D E R

This cause coming on to be heard upon the complaint of the plaintiff(s) Wonderful Landlord and the issues thereof having been heard and determined by the Court and said Court having found that the plaintiff(s) Wonderful Landlord is/are entitled to possession of the premises described herein,

IT IS THEREFORE ORDERED AND ADJUDGED: That the plaintiff(s) have and recover of and from the defendant(s) Deadbeat Tenant possession of the following described premises: Address 123 Any Street City Maukagan Zip Code 60085 Apt. No. 201. Enforcement of this judgment is stayed until Judge will give date.

IT IS FURTHER ORDERED AND ADJUDGED: That the plaintiff(s) have and recover of and from the defendant(s) Deadbeat Tenant damages in the sum of \$ Total amount due and his/her costs and charges in his/her behalf expended.

ENTER:

DATED: _____

JUDGE.

FINAL EVICTION NOTICE

201
11/16

TO:

YOU WILL BE EVICTED FROM THE PREMISES

AND YOUR BELONGINGS PLACED OUT IN

THE STREET ON 4-25, 2000 AT 10:00 ~~AM~~
PM

OR AS SOON THEREAFTER AS POSSIBLE!



**GARY DEL RE
SHERIFF
OF LAKE COUNTY, ILLINOIS**

BY: _____

[Signature]
DEPUTY

DATE: _____

4-13-00

STATE OF ILLINOIS }
COUNTY OF LAKE } ss

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT
LAKE COUNTY, ILLINOIS

Wonderful Landlord

vs.

Deadbeat Tenant

}
}
}
}
}

Gen. No. 99LM1234

ORDER

It is ordered that judgment for the possession of 123 Any Street, Yourtown, IL is entered in favor of the plaintiff. Enforcement is stayed 14 days. However, if the defendant shall pay plaintiff \$300 on or before 4/30/99, and \$300 on or before 5/3/99. Enforcement is stayed through 5/15/99. However, if defendant pays as aforesaid, and pays \$300 on or before 5/14/99, enforcement is stayed through 5/29/99. However if the defendant pays as aforesaid and pays \$300 on or before 5/28/99, this judgment shall be vacated and this matter dismissed. Time is of the essence. This order shall be enforceable the same as if ordered by the court after trial.

Approved: Deadbeat Tenant

Dated at Waukegan, Illinois this
_____ day of _____, 20_____.

ENTER:

Judge

ORDER PREPARED BY: Wonderful Landlord
(Please Print Name and Address)
PO Box 123
Waukegan, IL 60085

