

# AVOID COMMON EVICTION PITFALLS

## A GUIDE FOR AGENTS

### Top 5 Ways to Prevent Costly Eviction Mistakes



#### Serve the Notice to Vacate Correctly

Ensure the notice is delivered in person or posted on the door only when legally allowed. Follow proper procedures and timelines.



#### Name the Landlord Properly

Use the landlord's correct legal name. Remember, you are acting as the agent, not the landlord.



#### Include All Defendants

Make sure to include all financially responsible parties in the case to avoid delays.



#### File in the Correct Court

Filing in the proper precinct is your responsibility, not the clerk's. Mistakes here can waste valuable time.



#### State the Correct Eviction Grounds

Tailor the reason for eviction to the specific situation. Different evictions require different grounds.

### Reminders for Serving Notices & Styling Cases



#### Know How to Give a Notice to Vacate

While posting the notice on the exterior door is an option, it is only legally allowed under specific circumstances (e.g., when in-person delivery isn't possible).



#### Know How the Property is Titled

Understand the property's correct legal owner. When styling your case, **you** are not the plaintiff—the landlord is. However, be aware of certain legal caveats that apply.

### Expert Tips from Katy Hubener & Daniel Paz

This guide is based on insights from **Katy Hubener and Daniel Paz**, instructors of "**Evictions for Dummies.**" Want to learn more? **Scan the QR Code** below to sign up for their class and gain deeper expertise on handling evictions.

**Sign Up Now!**

