

# CHECKLIST FOR EVICTION

- Download Landlord's guide to non-payment summary proceedings (townofcairo.com).
- Read guide thoroughly and fill out appropriate forms.
- Serve "Written Demand" to tenant (see guide) and bring to court clerk, along with affidavit of service.
- Bring completed forms (that pertain to your eviction) to the court clerk, along with a \$20.00 filing fee (no personal checks accepted).
- At this time the court clerk will give you a court date for the eviction, return originals to you to have them served.
- Proof of service needs to be returned to court prior to the court date of eviction.
- **Proof of property ownership must be provided at the time of the court proceedings.**
- **Only the Property Owner and/or attorney may conduct court proceedings.**