

Today's
Date: _____



CONFIDENTIAL MEDIATION INTAKE – RESIDENTIAL LANDLORD

YOUR PERSONAL INFORMATION IS COMPLETELY CONFIDENTIAL AND WILL NOT BE RELEASED
TO ANY OUTSIDE AGENCIES OR OTHER PARTIES. DEMOGRAPHIC DATA IS USED FOR STATISTICAL PURPOSES ONLY.

Is This Case Pending in Court? No Yes Next Court Date: _____ Court Case No: _____

Is There a TRO Related to this Case? No Yes The TRO is from: District Court Family Court

Full Name: _____ Email: _____

Mailing Address: _____ City/State/Zip: _____

Cell: _____ Home Phone: _____ Work Phone: _____

The best way to reach me is by: Email Cell Text Home Phone Work Phone

Attorney/Case Worker: _____ Firm: _____ Phone: _____

I request language interpretation services: Yes No My first language is: _____

I request special accommodations: Yes No I need: _____

DATE OF BIRTH: ___/___/___ AGE: _____ GENDER: Female Male Other

EMPLOYMENT STATUS: Employed Self-Employed Part-Time Unemployed Retired
 Student Homemaker Military Disabled Temp. Disabled

RELATIONSHIP STATUS: Single Partnered Married Separated Divorced Widowed

NUMBER OF FAMILY MEMBERS IN YOUR HOUSEHOLD (including YOU) : _____

ETHNIC BACKGROUND *please check one;
if you are multi-ethnic, rank by numbers 1, 2, 3, etc.
starting with the 1 that you MOST identify with*

___ American Indian/Native American
___ African American ___ Korean
___ Chinese ___ Samoan
___ Filipino ___ Tongan
___ Hawaiian ___ Other Asian
___ Hispanic/Latino ___ Other Pacific Islander
___ Japanese ___ White/Caucasian

ANNUAL HOUSEHOLD INCOME (before taxes, total of all family members living in the house)

*please include: all earnings, unemployment, workers comp,
social security, SSI disability, public assistance, veteran benefits,
survivor benefits, pension or retirement, alimony, child support,
etc. (Do not include food stamps or housing subsidies)*

\$0 - \$10,000 \$82,001 - \$100,000
 \$10,001 - \$20,000 \$100,001 - \$150,000
 \$20,001 - \$42,000 \$150,001 - \$250,000
 \$42,001 - \$62,000 \$250,001 - \$350,000
 \$62,001 - \$82,000 Over \$350,000

Briefly describe the problem you have with your tenant (*be specific*): _____

What outcome would you like to see as the result of mediation? _____

1) What is the contact info for your tenant(s)? (please provide as much info as you have):

A. _____
Full Name Age Gender Ethnicity
Mailing Address / City / State / Zip Cell Other Phone(s) Email

B. _____
Full Name Age Gender Ethnicity
Mailing Address / City / State / Zip Cell Other Phone(s) Email

2) Is there anyone else listed on the lease? YES NO

If YES, who: _____

3) What is the monthly base rent? \$ _____ What are the utility costs? \$ _____

4) How much is currently owed? \$ _____ For which months? _____

5) Is this lease month-to-month? YES NO

If NO, lease term: _____

6) Do you have a mortgage on this rental property? YES NO

If YES, with whom: _____ Federally-backed loan? YES NO
Did you explore refinance or forbearance? YES NO Status: _____

7) I am interested in exploring the following options (please mark as many as apply):

- Keeping my tenant
- Having my tenant move out
- Lease termination
- Lease modification
- Rent forgiveness
- Rent reduction/modification
- Rent forbearance
- Rent advance (landlord loan)
- Other: _____

I AM GENERALLY AVAILABLE ON (please mark as many as apply): Any day /time

Monday Tuesday Wednesday Thursday Friday Saturday
 9:30-12:30 9:30-12:30 9:30-12:30 9:30-12:30 9:30-12:30 9:30-12:30
 1:30-4:30 1:30-4:30 1:30-4:30 1:30-4:30 1:30-4:30 1:30-4:30
 5:00-8:00 5:00-8:00 5:00-8:00 5:00-8:00 5:00-8:00 5:00-8:00

REFERRAL SOURCE:

- Circuit Court
- District Court
- Family Court
- AOA / HOA
- Attorney
- BBB
- Community Organization / Social Service Agency
- DOE
- Family/Friend
- Hawai'i Civil Rights Committee (HCRC)
- Police
- Prosecutor
- Public Defender
- RICO
- Self
- Other (e.g., radio, TV, newspaper, etc.): _____

CASE NOTES (for office use only):

INTAKE BY: _____ DATE: _____