SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94102
Phone: 415-551-4000 | Website: https://sfsuperiorcourt.org

CHECKLIST FOR COURT JUDGMENT – UNLAWFUL DETAINER – MONEY DAMAGES

Case Number: _____

1. Is there a CCP 585(d) Declaration? ☐ Yes ☐ No
   A. If YES, list date of Declaration: _____

2. Did Plaintiff sign Declaration? ☐ Yes ☐ No
   A. If NO, who signed the Declaration? (name) _____

3. Is there a written original lease? ☐ Yes ☐ No
   A. If YES, list the date of lease: _____
   B. If NO, is there a Declaration of Unavailability of Lease? ☐ Yes ☐ No

4. Is Plaintiff the owner of the premises or agent of owner? ☐ Agent ☐ Owner

5. Was the lease signed by defendant's assignor? ☐ Yes ☐ No

6. Are premises exactly as described? ☐ Yes ☐ No

7. Is agreed rent of $ _____ per day/week/month (circle one) stated? ☐ Yes ☐ No

8. Was Defendant served with notice? (date): _____ ☐ Yes ☐ No

9. Did Defendant fail to comply with notice? ☐ Yes ☐ No

10. Does Defendant's name, AKAs, match name on complaint? ☐ Yes ☐ No

11. Are Co-Defendants, including named DOES, defaulted or dismissed? ☐ Yes ☐ No

12. Did Defendant vacate premises? ☐ Yes ☐ No
    A. If YES, list date when vacated: _____

13. Is there a disposition of security deposit/last month's rent of ☐ Yes ☐ No
    $ _____ ?

14. If treble damages requested, are facts attached show malice? ☐ Yes ☐ No

Case Number: _____

15. Does Rent claimed go further back than one year? ☐ Yes ☐ No

16. Rent

	Rent Period	**Rents Due**
Past due – from last payment to expiration of notice	_____	$_____
Daily Rent (from expiration)	_____	$_____
Credits (list: _____)		$_____

Total Amount of Rent Due = $_____

17. Costs

	Requested	**Awarded**
Cost for filing fee	$_____	$_____
Process server	$_____	$_____
Process server is	☐ registered ☐ exempt	
Writ(s)	$_____	$_____
Other costs	$_____	$_____

(Define:_____)
(service of notices is not a recoverable cost unless provided for in the lease form)

Total Costs Awarded = $_____

18. Attorney Fees

Was attorney fees provided for in the lease? ☐ Yes ☐ No
Is there a Declaration if more than schedule? ☐ Yes ☐ No
Amount requested as provided in lease signed by Defendant: $_____
Amount of principal by court schedule: $_____

Total Attorney Fees Awarded = $_____

*** Submit ENDORSED FILED copy of Complaint as per SF Local Rules together with this completed
checklist and courtesy copies of all supporting documents**

Date: _____

_____
Signature
Printed Name: _____

FOR COURT USE ONLY

Date: _____   Clerk: _____