

# Landlord/Tenant-Summary Proceedings

## General Guidelines for Filing

*47<sup>th</sup> District Court 31605 W. Eleven Mile Road Farmington Hills, MI 48336*

1. To regain possession of the premises you must first serve the tenant with a notice:
  - a. Demand for possession NON-PAYMENT OF RENT (7-day notice), or
  - b. Notice to Quit TERMINATION OF TENANCY (notice equal to the rental payment schedule as determined by rental agreement (e.g. weekly, bi-weekly, monthly)
  - c. Any other type notice as permitted by law.

Important points to consider: If you want to evict the tenant, serve a NOTICE TO QUIT FOR TERMINATION OF TENANCY. If you want the tenant to pay the rent and stay-or be evicted, serve a DEMAND FOR POSSESSION FOR NON-PAYMENT OF RENT.

2. The following are the filing requirements after the time given in the NOTICE has elapsed:

### FOR ONE TENANT

- 3 copies of the demand for possession/notice to quit with proof of service completed
- 3 copies of lease agreement (IF APPLICABLE) on 8 ½ x 11 paper
- 1 carbon form complaint completely filled out and signed.
- 1 carbon form summons, partially filled out
- An envelope addressed to the defendant with adequate postage for mailing a copy of all documents listed above (**please use the court's return address as reflected above**)
- A self-addressed stamped envelope for return of your receipt and papers.
- Appropriate filing fee (see back for filing fees)
- The court officer will bill you for service of the papers upon the defendant.

### FOR TWO TENANTS

- 5 copies of the demand for possession/notice to quit with proof of service completed
- 5 copies of lease agreement (IF APPLICABLE) on 8 ½ x 11 paper
- 2 - carbon form complaints completely filled out and signed.
- 2 - carbon form summons, partially filled out
- 2 envelopes one envelope addressed to each defendant individually with adequate postage for mailing a copy of all documents listed above (**please use the court's return address as reflected above**)
- A self-addressed stamped envelope for return of your receipt and papers.
- Appropriate filing fee (see back for filing fees)
- The court officer will bill you for service of the papers upon the defendant.

Note: At the bottom of the **complaint form** is a part called **supplemental damages**. This is a separate suit, requiring an additional filing fee and personal service upon the defendant. Personal service of the papers upon the defendant is not guaranteed as the papers must be served promptly to accommodate the hearing date and the nature of the case.

The owner of the property or his attorney must appear in court at the time of the hearing. If you have any questions regarding the legal aspects of your case, please consult an attorney.